



# Emery School District Employee Data Sharing and Confidentiality Agreement

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To minimize the risk of human error and misuse of information, Emery School District will provide a range of training opportunities for all Emery School District staff, including volunteers, contractors and temporary employees with access to student educational data or confidential educator records.

All Emery School District employees and contracted partners must sign and obey the Emery School District **Employee Acceptable Use Policy**, which describes the permissible uses of state technology and information. Emery School District employees and contracted partners also must sign and obey the Emery School District **Employee Data Sharing and Confidentiality Agreement**, which describes appropriate uses and the safeguarding of student and educator data. New Emery School District employees must sign the aforementioned documents prior to being granted access to Emery School District systems. As of the adoption of this policy, existing Emery School District employees will be given 90 days to complete the required training and sign the aforementioned documents. Thereafter, all employees will be required to participate in an annual **Data Security and Privacy Fundamentals** training, which is mandatory for continued access to the Emery School District network. These signed agreements will be maintained in the employee's file in Emery School District human resources office. Non-compliance with the agreements shall result in consequences up to and including removal of access to the Emery School District network; if this access is required for employment, employees and contractors may be subject to dismissal.

Additionally, Emery School District requires targeted information security and privacy training for specific groups within the agency and provides updated guidance to local education agencies concerning compliance with state and federal privacy laws and best practices in this ever-changing environment.