

**Volunteer Privacy Policy**

As a volunteer in the Southern Humboldt Unified School District, you may have access to confidential information. This information includes, but is not limited to, documents concerning employees, students or members of the public. The documents may include medical information; home address or telephone number, social security number; payroll deductions; salary documents, data, and reports; personnel files and any personally identifiable information regarding employees or applicants; and student files and data. This agreement also applies to E-mail, and other electronically accessible information.

You are personally responsible for maintaining the confidential nature of these materials by carefully observing the security measures listed below:

- 1 Permit no other persons to have access to confidential information or materials and do not discuss any aspect of the data/information or other confidential personnel-related matters with any other person unless they are.
  - a. Staff members of the school site who need the information to perform their work  
or Authorized by the Principal or Superintendent
- 2 Secure all confidential material when you are not directly working with them
- 3 Do not retain any copies or make personal file copies of the confidential material unless necessary. Any extra copies of confidential material should be destroyed by shredding when they are no longer necessary.
- 4 If you have any questions about the confidentiality of an of the information to which you have access, you should assume the information is confidential and handle it as such until you are informed otherwise by your supervisor.

**Volunteer Confidentiality Agreement**

- 5 I understand that education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act.
- 6 The relationship between the volunteer and the students should be one of respect, kindness, and cooperation.
- 7 No time at school can be used as a chance to promote religious and/ or political viewpoints.
- 8 If alerted to something of concern to the volunteer, (i.e. depression, death in the family, etc.), the volunteer will immediately alert the student's teacher.
- 9 All volunteers will respect the school rules and maintain confidentiality in regards to their experiences with staff and students. They will be especially conscious of this in social situations, where it is easy to slip and make an off-the-cuff, thoughtless remark.

These security standards apply to any and all confidential material to which you have access. It is essential that these standards and any additional ones that are requested or may be necessary are maintained at every stage of a confidential process in which you assist, participate, or review.

Because of the importance of security, you should only notify the Principal or Superintendent if any circumstances cause you to believe that the confidential nature of any material or process has not been maintained.

**A copy of this form will be maintained in your volunteer file**

I have read the above Confidentiality Agreement and understand the privacy policy regarding security and misuse of confidential information. I accept the responsibility of maintaining the strict confidentiality of all materials and information to which I have access.

I understand that the information and records to which I may have access, as a volunteer, are confidential and protected by law. My signature indicates that I promise to share pertinent and confidential information only in the context of the work situation and only with appropriate personnel.

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Volunteer's Signature

Date

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Volunteer's Printed Name

Volunteer Position