SANTA FE INDEPENDENT SCHOOL DISTRICT

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Santa Fe Independent School District
Confidentiality Statement

I _____understand that in the course and scope of my employment, I may obtain propriety information and/or information that is otherwise confidential. The information may be confidential by state or federal law (e.g. FERPA, HIPPA) and/or District Policy. I agree not to disclose such confidential information except as may be allowed and/or required by law or District policy. I further agree to exercise due diligence to safeguard against the negligent disclosure of such confidential information by putting procedures in place to ensure that it is not left unattended or unsecured in a paper or digital format. I agree that if I have questions about whether certain information is confidential, I will ask my supervisor for clarification before disclosing. I further agree that if I become aware of the improper disclosure of confidential information – whether intentional or not – I will promptly notify my supervisor or the Executive Director of Human Relations and Public Information.

_____
Signature

_____
Date