

CONFIDENTIALITY NOTICE

As an employee of Happy Valley Elementary School District, you may have access to confidential, private, 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 numbers; payroll deductions; salary information, data, and reports; personnel files and any personally identifiable information regarding employees or applicants; and student files and data. Confidentiality also applies to electronically accessible information. Public information such as Board agendas and supporting documents, salary schedules, and similar documents that do not identify private personal information are not considered confidential information.

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

1. Permit no other persons to have access to confidential private information or materials and do not discuss any aspect of the data/information or other confidential personnel-related matters with any other persons unless they are:
 - a. members of the Happy Valley staff who need the information to perform their work
 - b. authorized by your supervisor or another designated member of the Happy Valley staff
2. Secure all confidential materials when you are not directly working with them.
3. Do not retain any copies or make personal file copies of confidential materials unless necessary. Any extra copies of confidential materials should be destroyed by shredding when they are no longer necessary.
4. If you have any questions about the confidentiality of any 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.

These security standards apply to any and all non -public materials 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 notify your supervisor or another designated staff member if any circumstances cause you to believe that confidential nature of any material or process has not been maintained.

PLEASE NOTE: As an employee of Happy Valley Elementary School District, you are responsible to keep all information concerning Happy Valley employees and /or students completely confidential which means you shall not discuss such information with anyone who does not have a business need for such information. This prohibition against discussing confidential information continues even after you leave Happy Valley's employment. You are directed not to discuss confidential information with friends, family members, or anyone outside the department.

All Happy Valley employees are responsible for maintaining the strict confidentiality of all private materials and information. If you have any questions or concerns regarding confidentiality, security and/or misuse of confidential information, please contact your supervisor IMMEDIATELY.

A violation of confidentiality rules and procedures may lead to immediate termination.