



# Volunteer Confidentiality Statement

## **Buffalo-Hanover-Montrose Data Privacy**

Most of the data school employees know or create about students is private data and includes academic, personal, attendance, medical, disability, special education, and disciplinary information. Logically, it is in these areas where breaches of data privacy occur. A good rule of thumb is to remember that almost all information on a student kept by school employees in any form is subject to federal and state data privacy laws. School district employees are bound by data privacy laws regarding student records at all times including at the employee's work site, other district sites, and in the community.

To avoid data privacy violations, it is important to remember that private educational data can only be shared with staff members who have a "professional need to know." Good practice would be to refuse to discuss a particular student with any other student or with parents/guardians other than his/her own. Violations of data privacy laws may result in criminal penalties, civil penalties, and/or disciplinary action related to employment.

## **Confidentiality Statement**

I hereby agree to regard all information received in the performance of my volunteer work for Buffalo-Hanover-Montrose Schools as confidential.

I understand that Buffalo-Hanover-Montrose Schools respects its students, staff and volunteer's rights with regard to privacy of information and I agree to respect these rights in the performance of my volunteer duties and to keep "professional" confidentiality in all my statements outside the school district.

---

Volunteer Name (Please Print Clearly)

---

Volunteer Signature

---

Date

---

School Authorized Personnel Signature

---

Date