

# *Lampasas Independent School District*

## **Volunteer Confidentiality Procedures**

As a volunteer of Lampasas ISD, I understand that I may have access to confidential information about students, students' families. Confidential information is to be treated as required by board policy, state, and federal law. Any disclosure of confidential information will be made in accordance with applicable board policy and law.

Among the most critical information is documentation related to employee's Personally-Identifiable Information (PII) such as health, benefits, financial, family members, or other personal information. Violators will be subject to discipline, employment termination, and/or may be reported to the appropriate legal authorities. Violations of some protected information, such as health or medical information, is also protected by federal laws, such as HIPPA.

I understand it is my responsibility to maintain confidential information and agree to the following:

1. I understand that unless my specific role requires the disclosure of confidential information or the viewing of confidential records, no discussion of confidential information will occur in or out of the workplace.
2. I agree that all discussions, records, and information generated or maintained in connection with my duties will not be disclosed to any unauthorized personnel. Unauthorized personnel includes anyone who does not have an educational or reasonable need to know the information.
3. I understand that any confidential discussion, records, and written information generated or maintained in connection with my duties as a substitute will be maintained in private in a location where other staff, students, parents or the community at large does not have open access to hearing or viewing. The work area should be reviewed at the end of each workday before leaving to ensure that all confidential information has been properly secured.
4. I agree to notify my assigned administrator immediately should I become aware of a breach of the confidentiality of any student or staff member, whether this be on my part or on the part of another person.
5. I understand that a breach of these confidentiality procedures may be grounds for disciplinary action including but not limited to: verbal reprimand, written reprimand, suspension from my duties as determined appropriate and/or termination.
6. I accept the above directives and expectations of Lampasas ISD and will take all steps necessary to ensure that the confidentiality of all district records is maintained.