



MATHIS INDEPENDENT SCHOOL DISTRICT

CONFIDENTIALITY AND USE OF INFORMATION AGREEMENT

Confidentiality Agreement dated as of _____, 20____ between Mathis ISD and
_____ (employee).

Much of the district's data is NOT confidential and may be released to outside entities. However, some employee and most student data are confidential, and may not be released except under certain specific conditions.

Individual staff data is generally non-confidential except for social security number and birthdates. Student data is HIGHLY confidential, and is protected under the Family Educational Rights Privacy Act of 1974, (FERPA). FERPA allows for few exceptions to student confidential information, however the release of that information will be made by District Administrator.

Whereas Mathis Independent School District expects to disclose to the Mathis ISD employee's confidential information about Mathis ISD students, employees, business and technology, the employee agrees as follows:

1. Mathis ISD Confidentiality Agreement means, individual and collectively, any and all information, including and without limitation, information relating to students, families and personal staff information of Mathis ISD.
2. Mathis ISD shall disclose to the employee only Mathis ISD Confidential Information as the District, at its sole discretion, considers necessary for employee to provide services in their defined role.
3. The Employee shall maintain Mathis ISD Confidential Information received in pursuant to this Agreement in confidence and not disclose the same to any third party. Employee shall use Mathis ISD Confidential Information exclusively for the purpose of its role at Mathis ISD as defined, and for no other purpose.
4. Among the most critical information that may NOT be released is documentation related to employee's Personally-Identifiable information such as social security number, date of birth, health, benefits, financial, family members, or other personal information.
5. **Employee shall not disclose Mathis ISD Student or Staff Confidential Information to any entity except as is required by Employee's duties to Mathis ISD and only if such disclosed information is properly reviewed and approved by Mathis ISD Administrative Staff.**

Employee (Signature)

Employee (Printed Name)

Employee Campus, Grant or Department

Date