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S.E.E.K, Foundation.
Seeking Education Empowers Knowledge
Data Confidential Agreement

I understand that in my capacity at SEEK Foundation; I will have access to “Confidential Information”. “Confidential Information” includes, but not limited to, records of students, faculty, staff or volunteers, such as personally identifiable information, graded material, and family information. It also includes business information of SEEK Foundation and its staff, such as correspondence and records; or even information gathered from organizations participating with SEEK Foundation on research projects and private business records. All of these types of information, even if not labeled “Confidential” and other information not intended for dissemination to the general public, are considered “Confidential Information.”

I understand that under federal and state law, and SEEK Foundation policy, “Confidential Information” regarding students is protected from disclosure to third parties except under very narrow exceptions. In general, any “Confidential Information” must not be disclosed, absent specific (usually written) consent. I also understand that I am not permitted to access any “Confidential Information” unless I have specific legitimate reason to do so; and I have been clearly authorized by SEEK Foundation administrators. I further understand that if I have any questions about whether I should access or disclose “Confidential Information”, I should first discuss with my supervisor.

I agree to not access “Confidential Information” unless I am authorized to do so, and I agree to maintain the confidentiality and privacy of “Confidential Information” during and after my period of holding my position at SEEK Foundation I shall not, directly or indirectly, communicate orally, in writing, or by email, any “Confidential Information” to any unauthorized person, including, without limitation, students, colleagues, family members, etc.

I certify that I have received a briefing from SEEK Foundation on “Confidential Information”, including information on appropriate state and federal laws concerning the confidentiality of records, the improper access to and/or release of information, and alteration or destruction of records, and materials (anything created or belong to SEEK, Foundation) .

I am aware that any breach of agreement, release of “Confidential Information”, or any abuse of my position, including, but not limited to, unauthorized access to records, disclosure of information from student records, alteration of records, and/or destruction of records or other similar acts, may results in disciplinary action including possible termination of my position. The provisions contained in this agreement are considered conditions of my participation in programs and employment/volunteerism offered by SEEK Foundation.

I agree to follow and be bound by those terms and conditions regarding confidentiality of personal and confidential information. I understand that I may be subject to civil and criminal liability under state and/or federal law if I violate those terms and conditions.

Print Name of Employee/Volunteer: _____ Date: _____

Signature of Employee/Volunteer: _____