



Non-Disclosure Agreement for Staff, Volunteers, and Contractors

___ I acknowledge my role as a public servant and steward of student or staff information and affirm that I will handle personal information with care to prevent disclosure.

___ I understand the any violation of this agreement may subject me to personnel action, including termination.

___ I agree to immediately report any data breach, suspected data breach, or suspicious activity related to data access to my supervisor.

___ I understand that failure to report violation of confidentiality is a serious as my own violation and may subject me to personnel action, including termination.

___ Upon cessation of my employment at, service for, or contract with UI, I will not disclose any confidential or personally identifiable information to anyone outside of UI without prior written consent of UI's student data manager. I will return my computer and any other devices containing sensitive or personally identifiable data, and my accounts for information management systems will be closed.

___ I understand that most student and staff data at UI is stored in the Cloud. This means that **secure, strong passwords** are critical for protecting personal and confidential information.

___ I will use only **password-protected, school-owned computers** when accessing any student or staff records, will log out of data systems when not using them, will set my school computer to go to sleep after at most 10 minutes of non-use, and will take reasonable precautions against theft of my school computer.

___ I will create **strong passwords** for all systems that use or share student or staff personal data, including my **school gmail account**, and will not share these passwords with others.

___ I will keep printed documents containing personally identifiable date in a **locked** location when unattended, will shred these documents when no longer needed, and will keep students and unauthorized adults out of areas where documents are printed.

___ I will not disclose personal information about students or staff except to other authorized personnel without the express written consent of the student's guardian or the student data manager. I will use only school-approved educational apps in my classroom.

___ I will use approved, secure methods to share personal information with other staff, other schools, or other parties whom the data-owner or student data manager has authorized to receive information, and will delete or secure this data after use.

___ I will not share personally identifiable data during public presentations or in public reports.

___ I have read and will adhere to UI's data governance plan.

___ I have watched the data privacy training videos.

___ I have taken the data privacy quiz.

I completed the training and this checklist on (date) _____.

Signed _____

Print Name _____