



Statement of Confidentiality

I, _____, as an
[circle one: employee, contractor, volunteer, board member, substitute teacher, or parent] at Al Fatih Academy:

- Understand that it is my legal and ethical responsibility to maintain the confidentiality of all student records, employee information, financial information, proprietary information, confidential information used in assessments, and other confidential information relating to staff or students of Al Fatih Academy.
- Agree not to disclose any such information or records to any person outside of Al Fatih Academy without proper authorization.
- Agree to discuss confidential information only in the workplace and only for job related purposes, and to refrain from discussing this information outside of the work place or within the hearing of other people who do not have a need to know about the information.
- Recognize that unauthorized release of confidential information may make me subject to legal action and /disciplinary action.
- Understand that my access to all electronic systems is audited regularly, and that any inappropriate access to information may make me subject to legal action and/or disciplinary action.
- Understand that if I am provided with any security passwords, phone numbers, or access, I am not to share this information and its security is my responsibility.
- Understand that violation of any portion of the policies and procedures related to confidentiality of student records or any violation of federal regulations governing the family's right to privacy may result in immediate termination of my employment/professional/volunteer/ relationship with Al Fatih Academy.

I acknowledge that I have read and understand the above statements, have discussed them with school administration, and have had all my questions answered.

Signature

Date