

LEA Model: Employee Data Sharing and Confidentiality Agreement

{INSERT NAME OF LEA} Employee Data Sharing and Confidentiality Agreement

To minimize the risk of human error and misuse of information, {INSERT NAME OF LEA} will provide a range of training opportunities for all {INSERT NAME OF LEA} staff, including volunteers, contractors and temporary employees with access to student educational data or confidential educator records.

All {INSERT NAME OF LEA} employees and contracted partners must sign and obey the {INSERT NAME OF LEA} **Employee Acceptable Use Policy**, which describes the permissible uses of state technology and information. {INSERT NAME OF LEA} employees and contracted partners also must sign and obey the {INSERT NAME OF LEA} **Employee Data Sharing and Confidentiality Agreement**, which describes appropriate uses and the safeguarding of student and educator data. New {INSERT NAME OF LEA} employees must sign the aforementioned documents prior to being granted access to {INSERT NAME OF LEA} systems. As of the adoption of this policy, existing {INSERT NAME OF LEA} employees will be given 90 days complete the required training and sign the aforementioned documents. Thereafter, all employees will be required to participate in an annual **Data security and privacy fundamentals** training, which is mandatory for continued access to the {INSERT NAME OF LEA} network. These signed agreements will be maintained in the employee's file in {INSERT NAME OF LEA} human resources. Non-compliance with the agreements shall result in consequences up to and including removal of access to {INSERT NAME OF LEA} network; if this access is required for employment, employees and contractors may be subject to dismissal.

Additionally, {INSERT NAME OF LEA} requires targeted information security and privacy training for specific groups within the agency and provides updated guidance to local education agencies concerning compliance with state and federal privacy laws and best practices in this ever-changing environment.