



Riverdale School District 51J

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503.262.4841 (fax)

Riverdale High School
503.262.4844

Riverdale Grade School
503.262.4842

Confidentiality Agreement

Due to the sensitive nature of information accessible to employees, students, families and volunteers working in the Riverdale School District 51J, it is necessary to require your agreement to the following confidentiality statement:

I understand I will be exposed to information of a confidential nature regarding other employees, students and volunteers of the Riverdale School District in the course of my job duties in the Riverdale School District. I further understand this information is to be kept confidential and that I will not discuss any of this information with anyone unless directed to do so by my supervisor. This information includes, but is not limited to, employee names, addresses, evaluation information, and status of personnel files. It also includes student and family records, names, addresses, testing information, and personal family information including applications for scholarship, tuition waivers, and enrollment.

I agree not to falsify, alter, copy, remove, or destroy information. I also agree not to disclose information or records regarding Riverdale School District employees, students, families or volunteers without proper authorization. I further agree not to use any organizational or personnel information or records for personal use or gain.

Print Name

Signature

Date

Witness Signature

Date