



## Student Privacy Statement and Employee/Volunteer Confidentiality Agreement

### La Salle Catholic College Preparatory

Students at La Salle Catholic College Preparatory (hereafter referred to as La Salle Prep) have the right to expect that information about them will be kept confidential by all employees and volunteers, including coaches, tutors, student teachers, and interns. Information that must be kept confidential includes but is not limited to: student educational records, class grade books, student or family history, family income/financial data, student behavioral/discipline records, etc. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA" or the "Buckley Amendment"). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution which disseminates a student's education records without the consent of his or her parent or legal guardian.

#### **Disclosure of Private Information Regarding a La Salle Prep Student or Family:**

1. Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than **authorized** La Salle Prep employees. However, confidential information regarding students and families should only be shared with authorized staff on a '**need to know**' basis (defined below).
2. **Need to know:** Just because you work in the school and can access the educational, behavioral or financial information of a student or family does not mean you have the right to do so. The "**need to know**" clause specifies that if you do not have a specific need to access that information, you have no right to do so. In general, this information should only be shared with authorized individuals who are directly involved in a student's education (such as a teacher, principal, counselor or tutor) if it is *relevant to the student's educational growth, safety, or well being*.
3. A teacher or staff shall take care, when sharing information about students that the information is accurate and unbiased.
4. A written **Authorization for the Exchange of Confidential Student Information** must be signed by the parent or legal guardian prior to the release of any information by La Salle Prep to an agency or individual outside La Salle Prep. If you are receiving confidential student information from an outside agency or individual, you should first ask for a copy of the written authorization that allows them to release this information.
5. Without a written release, you may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders,

clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the school counselor or an administrator.

6. Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must not share this private information with anyone outside of the student's immediate family. This includes concerned members of the community and extended family members of the student. You are encouraged to refer all such questions to the school counselor or an Administrator.
7. You may not share information about a student even with members of your own family.
8. You may not share a student or family's private information with another student.
9. A teacher or staff shall guard against sharing confidential information in halls, staff rooms, sports events or other public places where persons who do not need to know can overhear it.
10. Special care must be taken when confidential student information is shared with other authorized staff in writing (e.g. Department Meeting minutes, referrals, etc.). When possible, avoid making extra copies of this information. When this information must be copied, keep it in a private place that has no student access. When disposing of such information, please use shredders provided by La Salle Prep. Special care must also be taken when confidential student information is shared with other authorized staff by email. Private student information should never be sent to your personal email account. When you must share student information by La Salle Prep email, please use only the student's first name and last initial, and put "confidential" in the subject line. When at all possible, avoid printing out a hard copy of this information.
11. For confidentiality reasons, please log off of your desktop whenever you leave your computer unattended.
12. A teacher or staff member should avoid the removal of any records containing confidential information off-premises whenever possible. When that must occur, the staff member should ensure that the documents are secure and will not be at risk for discovery.

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### **Disclosure of Private Information Regarding a La Salle Prep Employee, Donor, etc.**

As a result of your job or volunteer responsibilities you may, from time to time, hear information that is confidential in nature. This might include a donor pledge, financial information about a donor, information about employee applications, employment history, driving record, etc., and other information of a proprietary nature. The same standards apply to these circumstances that apply to students; that is, that you may only share this information with authorized La Salle Prep employees, and only on a '**need to know**' basis.