

Confidentiality Training



Oldham County Schools

Why Is Confidentiality So Important?

- We are legally bound by the federal laws through FERPA and IDEA to maintain every student's privacy.

What Is Confidentiality?

Keeping what one knows, sees, or hears about someone private.



What counts as personally identifiable information?

- Identifiable information such as names, family members names, phone numbers, addresses, etc.
- Information on achievement, progress, behavior, or grades.
- Information on participation in Special Education or Intervention programs or services.

Keeping Confidentiality When Emailing



- Substitutes (that are working long-term jobs) are allowed to respond to a parent through email.
- When responding, substitutes are required to delete information from previous email and use only the first initial when referring to a student.
- If working with students, please **do not** send any information on progress to the teachers through email.

Substitutes Should Not...

- Give a parent a child's phone number for a play date or address for an invitation
- Speak about a child in front of other children
- Speak about a child in a public setting
(Kroger, on the soccer field, etc.)
- Share information with other staff members without a justified need

If you aren't sure if what you're about to do or say might break confidentiality you should...

- Stay on the safe side and assume it does break confidentiality until you know for sure!