

Mentor/Volunteer Confidentiality Agreement

I, the undersigned volunteer of the Mercer County School District, understand that during the course of my work, I may be given access to confidential, privileged, or proprietary business information in order to perform my responsibilities. By signing this document, I am agreeing to comply with all regulations and laws established to protect confidential information. I understand that accessing or releasing confidential information and/or records or causing this to occur outside the course of my assigned duties would constitute a violation of this agreement, and may also constitute a violation of Federal or state law. I understand that a proven violation of this agreement can result in termination of my access to information and may result in personnel action being taken against me.

Confidential information shall include, but not be limited to, information contained in case or computer-generated records, verbal or written information related to students and/or staff, and personnel or other files that pertain to students, staff, volunteers, or committees.

I agree to:

- Maintain confidential information and not reveal it to students, colleagues, parents, family members, or others with whom I interact, including members of the press, without acquiring the necessary releases or authorizations, and/or the express authority of the Superintendent or designee.
- When necessary under the circumstances, restrict disclosure to those staff, volunteers, or committee members who have demonstrated a need to know and advise them of their related duty to not disclose confidential information to a third party.

It is recognized that I have a duty to report child and adult abuse, neglect, or exploitation; an individual being in danger of hurting self or others; and, within professional guidelines, ethical or statutory violations.

Signature _____

Date _____

TYPE OF CHECK REQUIRED PER KRS161.148	VOLUNTEER ACTIVITY EXAMPLES
<p style="text-align: center;"><u>LOCAL/STATE</u></p> <ul style="list-style-type: none"> ● Administrative Office of the Courts (AOC) ● Kentucky State Police 	<ul style="list-style-type: none"> ● Classroom volunteer/parent working on a <u>regular scheduled</u> basis at teachers request ● Copying, sorting, cutting out materials, stuffing folders for the classroom teacher on a <u>regular scheduled</u> basis at teachers request ● Working in the school with school staff on a <u>regular scheduled</u> basis at staff request ● In charge of students (other than my own) on a school sponsored field trip at teacher's request ● Chaperoning dances at my child's school at principal's or staff request ● Eating lunch and having positive conversations regarding personal and academic growth (mentor)