



Confidentiality Requirements

As an employee of the Dallas Independent School District, I acknowledge the following:

1. I understand that as an employee of the Dallas Independent School District, I am privy to confidential information.
2. I understand that I am expected to adhere to all federal and state laws, as well as local policies, requiring maintaining the confidentiality of records.
3. I understand that the requirement to maintain the confidentiality of records, includes but is not limited to, student records and employee records.
4. I understand the requirement to maintain the confidentiality of records includes all information or records, tangible or intangible, regardless of the format of the information or records. This includes information from all sources, including but not limited to, investigative reports, medical records, email, voice mail, personnel records, payroll records, financial data, and all other electronic or paper files or computer applications observed, accessed or used by the Dallas Independent School District.
5. I am required to hold in strict confidence all confidential information and am prohibited from disclosing any confidential information, directly or indirectly, to anyone outside the Dallas Independent School District, except to the extent otherwise permitted by District policy, such disclosure serves a lawful professional purpose or such disclosure is required by law.
6. I understand that any breach of confidentiality may result in disciplinary actions, up to and including, immediate termination.