



Gwinnett County Public School
Division of Human Resources and Talent Management

GCPS INTERN CONFIDENTIALITY AGREEMENT

Intern Name: _____

College: _____

GCPS School: _____

This Agreement is made between _____ (Intern) and Gwinnett County Public Schools, on _____, 20 ____.

Intern will perform services for GCPS, which may require the intern to have access to confidential information. Confidential Information is any information regardless of format about an individual student and includes but is not limited to student number, social security number, transcripts/grades, conduct, health information, eligibility for special education programs, individualized educational programs, psychological and psycho educational evaluations, absenteeism, and exam papers. Without written permission, none of this information should be disclosed to persons outside the employ of the Gwinnett County School District unless it is the student, the student's parents or guardian, or an employee of the school district who has a discernable need to know. Confidential information of the school system includes exams, testing protocols and assessments that you are notified are confidential and cannot be disclosed to anyone without proper authorization.

- A. Intern will hold the Confidential Information received from GCPS in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- B. Intern will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so by GCPS.
- C. Intern will not reproduce the Confidential Information nor use this information for any purpose other than the performance of his/her duties for GCPS.
- D. GCPS reserves the right to take disciplinary action, up to and including termination of internship for violations of this agreement.

Intern represents and warrants that he/she is not under any preexisting obligations inconsistent with the provisions of this agreement.

Signing below signifies that the INTERN agrees to the terms and conditions of the agreement stated above.

Intern's Signature _____

Date _____