



Cache County School District Policy Series 6000: Finance and Operations

Policy No. 6900 F1

CCSD Employee Non-Disclosure Agreement

Please initial your acknowledgement and affirmation of the following items.

As an employee of the CCSD, I hereby affirm that: Trainings

_____ I have completed or will complete CCSD's Data Security and Privacy Fundamentals Training within 60 days from the start of the school year.

Using CCSD Data and Reporting Systems

_____ I will not share or exchange individual passwords, for either personal computer(s) or CCSD system user accounts, with CCSD staff or participating program staff.

_____ I will log out of and close the browser after each use of CCSD data and reporting systems. I will lock my machine when I am not actively using it.

_____ I will only access data for which I have received explicit written permissions from the data's owner.

_____ I will not disclose the identity of individuals except as outlined in FERPA as part of my job or volunteer duties.

Handling Sensitive Data

_____ I will keep sensitive data on password-protected, district-authorized computers.

_____ I will keep any printed files containing personally identifiable or confidential information in a locked location while unattended.

_____ I will not share child/staff-identifying data during public presentations, webinars, etc. I understand that "dummy" records should be used for such presentations.

_____ I will delete files (including from trash) containing sensitive data, after working with them, from my desktop, or move them to a secured CCSD server.

Reporting & Data Sharing

_____ I will not disclose or share any confidential data analysis, except to other authorized personnel, without CCSD's expressed written consent.



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- _____ I will not publicly publish any data without getting approval from the Student Data Manager.
- _____ I will take steps, such as aggregating, data suppression, rounding, recoding, blurring, perturbation, etc., to avoid disclosure of personally identifiable or confidential information in state-level reports.
- _____ I will NOT use email to send screenshots, text, or attachments that contain personally identifiable or confidential information or other sensitive information. If I receive an email containing such information, I will delete the screenshots/text when forwarding or replying to these messages.
- _____ I will not transmit child/staff-level data externally unless explicitly authorized in writing.
- _____ I understand that, when sharing child/staff-identifying data with authorized individuals, the only approved methods are phone calls or CCSD's method for securely sending data. Sharing within secured server folders is appropriate for a CCSD internal file transfer.
- _____ I will immediately report any data breaches, suspected data breaches, or any other suspicious activity related to data access, to my supervisor and the CCSD Security Officer. Moreover, I acknowledge my role as a public servant and steward of child/staff information, and affirm that I will handle personal information with care to prevent disclosure.

Consequences for Non-Compliance

- _____ I understand that access to the CCSD network and systems can be suspended based on any violation of this contract or risk of unauthorized disclosure of confidential information.
- _____ I understand that failure to report any violation of confidentiality by others is just as serious as my own violation and may subject me to personnel action, including termination.

Termination of Employment

- _____ I agree that, upon the cessation of my employment from the CCSD, I will not disclose or otherwise disseminate any confidential or personally identifiable or confidential information to anyone outside of the CCSD without the prior written permission of the CCSD Student Data Manager.



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Print Name: _____

Signed: _____

Date: _____

Approved by District Administration: May 15, 2025