

**DATA GOVERNANCE AND SECURITY**  
*(Confidentiality and Security Agreement for Employees and Volunteers)*

I understand that in my position I may be provided confidential information or data about students, employees or others through spoken, printed or electronic communication. I understand that following confidentiality laws and the district's policies and procedures regarding the security of confidential and critical district information or data is an essential function of my position. I have been trained on the confidentiality laws and data governance policies and procedures applicable to my position and understand that if I have any questions I am required to notify my supervisor for direction. I will notify my supervisor and the district's information security officer immediately if I am concerned that the district's data has been breached or the security of district data is at risk. I understand that failure to follow these laws, policies, procedures and directions from my supervisor will lead to discipline and may result in the termination of my services with the district.

Printed Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Signature Date

\* \* \* \* \*

**Note:** *The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented: November 29, 2017

Revised:

Boonville R-I School District