



Gwinnett County Public Schools Substitute Confidentiality Agreement

This agreement is made between _____ (print name)
_____ (include social security number) and Gwinnett County Public Schools
on _____, 20_____.

Substitute will perform services for GCPS, which may require the substitute 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 (IEPs), 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 Gwinnett County Public Schools unless it is the student, the student's parents or guardian, or an employee of the district who has a discernable need to know.

All information about an individual employee related to financial records, health information, telephone number, home address, social security number, and any other information of a personally identifiable nature except that which is required to be disclosed under Georgia's Open Records Act should not be disclosed except as required by the performance of your job duties and responsibilities without the written consent of the employee or as otherwise authorized by law. 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. Substitute 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. Substitute will not disclose or divulge either directly or indirectly confidential information to others unless first authorized to do so by GCPS.
- C. Substitute will not reproduce 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 employment for violations of this agreement.

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

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

Signature: _____ Date: _____