

**Employee / Student Record Privacy and
Confidentiality Agreement**

I understand that as part of my employment responsibilities with Gavilan Community College District, through my exposure to personnel files and software applications, I will have access to employee and / or student information that is sensitive or confidential. Such information may include, but may not be limited to, name, address and contact information. I understand that I am not to access sensitive or confidential information unless it is necessary in order for me to complete my job responsibilities. The information to which I have access may be protected by Privacy Laws. I further understand that I may inadvertently hear or see information that does not directly involve me in an official capacity. I acknowledge that I must protect all sensitive or confidential information at all times.

By signing this Privacy and Confidentiality Agreement, I agree that I will protect the privacy of employee and / or student records and will prevent inappropriate or unnecessary disclosure of such records. I understand that the unauthorized negligent or other improper disclosure of this information could expose both the District and myself to financial liability. I will collect and retain only such personal information as is needed to effectively conduct District business, and will handle such information in a secure, confidential and appropriate manner, in accordance with relevant laws, regulations, policies and procedures.

Employee Signature

Date

Employee Printed Name

Department

Witness Signature

Date

Witness Printed Name

Department