



# VOLUNTEER CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_, understand that is a volunteer in the Knox County Schools and specifically at, \_\_\_\_\_, I may become aware or exposed to student information that is protected under the Family Education Rights Privacy Act, (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), or similar Tennessee state laws, making certain information regarding Knox County Schools’ students or employees confidential. Therefore, in consideration of Knox County Schools, providing me with the opportunity to service a volunteer for Knox County Schools, **I agree not to discuss, release, or disclose any information or anything I observe or hear of a confidential nature, regarding any student or employee of Knox County Schools.** I agree to strictly maintain the confidentiality of all information to which I may become privy and to notify school administration should I become aware of protected information.

The following information about students is considered to be “directory information” and it is not confidential: name, address, birthdate, dates of attendance (years only- not to include specific days absent), grade levels completed, awards/degrees earned, participation in sports activities, weight and height of athletes, sports statistics, and academic and extracurricular honors and awards. Even this information should only be shared due to an authorized purpose. **All other information regarding students should be presumed to be protected confidential information. Please check with school administration before disclosing ANY information.**

Taking photographs or videos of students, other than your own child, and posting to social media is considered to be a breach of confidentiality reality and is prohibited on KCS property. This includes the cafeteria, classrooms, and hallways.

**The following information regarding employees of Knox County Schools, or their family members should be considered confidential:** results of evaluations, home telephone and personal cell phone numbers, bank account, individual health savings account, retirement account and pension account information, social security number, residential street address, drivers license, information, emergency, contact information, and personal (non-Knox County Schools) email address.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE