

Certificate

THEREFORE, I AGREE:

- ▶ As an employee of the Vallejo City Unified School District, I have reviewed and read the required information pertaining to confidentiality and procedural safeguards.
- ▶ My right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities. I will not discuss any confidential information in any public areas, hallways, gathering spaces, etc. I will hold all confidential information of which I have knowledge in the truest confidence, as required by law and defined by the Vallejo City Unified School District.
- ▶ Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with the Vallejo City Unified School District. Furthermore, this agreement mandates compliance extending beyond employment, contract, or association with the Vallejo City Unified School District as required by law.
- ▶ As an employee, I received a copy of Board Policy 4219.23 and 4319.23, Unauthorized Release of Confidential/Privileged Information, and other BPs and ARs noted in this agreement.

Print Name: _____

Job Title/Position: _____

School/Department: _____

Sign and date the certificate

Return the signed and dated certificate to your administrator