

**Pasadena ISD Business Office Confidentiality Agreement**

As an employee of the Pasadena Independent School District’s Business Office, I understand the following:

1. The Business Division function is to process data that includes information related to payroll records, vendor data, employee data and other sensitive data. We interact with employees, vendors, departments, and schools from our internal divisions and from external organizations.
2. The work performed by this Office is very vital to the success of the organization, and while most data is subject to open records, we must take steps to assure that data is handled with care and confidentiality.
3. All personnel matters are considered confidential. Any person who has access privilege to any type of personnel records or information, including but not limited to addresses, phone numbers, marital status, or any other type of personally identifiable information, certifications, counseling reports, evaluation reports, contract, non-renewal, criminal history, job change, salary, etc., must keep that knowledge private and refrain from making an unauthorized disclosure of such information.
4. All student information is considered confidential. Any person who has access privilege to any type of student records, including but not limited to addresses, phone numbers, emergency contacts, or any type of personally identifiable information, must keep that knowledge and information private. An employee of the District should take all precautions to refrain from disclosing confidential student information without the prior written approval of the student’s parent and/or guardian.
5. Certain aspects of all bids, proposals or other procurement methods utilized by the District contain confidential information. When discussing these documents, submittals or evaluations, extreme caution needs to be taken not to discuss or divulge any information to individuals who are not directly authorized to be involved in the procurement process.
6. Information accessed should be added, changed, or deleted when properly authorized. Information that can be accessed should not be viewed or used for personal reasons or for mere curiosity.

Additionally, I have read the above statements and I agree to keep any and all information related to the work performed by me confidential. I will only discuss this information with the individuals mentioned above, as appropriate. I will not add, change or delete information without proper authorization nor will I view or use information that I can access for personal reasons or curiosity. I further understand that a violation of this agreement could result in disciplinary action, up to and including termination.

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Employee Signature

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Date

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Printed Name