

Watertown School District 14-4

CONFIDENTIAL INFORMATION

District employees, while performing their duties, may produce and receive information that must be kept confidential. Confidential information includes inside information obtained during the course of employment relating to the conduct of the District's internal affairs, and also includes information relating to students that is protected under federal law. District employees shall not disclose nor transmit such confidential information concerning students or others, or confidential internal information, and shall use extreme care to protect against the negligent or inadvertent disclosure of such information.

Upon termination of employment or involvement in such internal affairs, or at any time that the School District requests, all memoranda, notes, records, reports, lists, and other documents containing, describing, or relating to confidential information, together with all copies of the same, obtained by District employees or entrusted to them during the course of employment, shall be surrendered to the District administration at the time of such termination or request.

Policy

Adopted: 10/9/06

Revised: 2/8/10