

	POLICY # 13-01, 13-02 & 13-03	STATUS:	ISSUED: October 2013	LAST REVISED:	PAGE: 1 of 1
	Office of Data & Analysis, Research				
RHODE ISLAND DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION		TITLE: CONFIDENTIALITY AGREEMENT Data Security Policy, Data Access and Management Policy & Student Data and Certified Personnel Data			

Employees or agents of RIDE, including consultants, vendors, and contractors, shall access and use confidential information in the course of official or otherwise authorized duties consistent with the terms of this policy.

Confidentiality of Information:

There are legitimate concerns that information and other data be maintained at the highest level of security. The safeguarding of the data from inappropriate use is essential. As a state agency, RIDE continues to comply with the requirements of the federal and state confidentiality laws including but not limited to the “Family Educational Rights and Privacy Act (FERPA) and the Access to Public Records Act (38-2-3). RIDE continues to protect from unauthorized disclosure any and all personally identifiable information contained in individual student and personnel educational and employment records (both of our own making and data received from LEA’s).

As a user of Rhode Island Department of Elementary and Secondary Education data and resources, I agree to abide by the Data Security, Data Access and Management and Student Data and Certified Personnel Data Policy and guidelines as they relate to the policy established:

1. As used in this Agreement, the term “personally-identifiable Educator/Student data” means any and all such personally-identifiable data.
2. The Deputy Commissioner of Education will grant limited authority to particular Department of Education employees who have a need to have access to personally-identifiable Educator/Student data to perform their job duties on a need to know basis which shall be strictly construed.
3. Only RIDE employees who have been granted such authority by the Deputy Commissioner of Education shall have access to personally-identifiable Educator/Student data.
4. Confidentiality of personally-identifiable Educator/Student data must be maintained at all times; RIDE employees and agents are expressly forbidden from accessing, using or disclosing such data in violation of law or of this Agreement.
5. Any employee who accesses, uses, or discloses in any manner any personally-identifiable Educator/Student data in violation of state or federal law or regulations of this Agreement may lose access privileges to the data and may be subject to formal disciplinary action, up to and including termination of employment.

I acknowledge that I must adhere to this policy. I have read and understand this Agreement. I affirm that I will only access, use, and disclose personally-identifiable Educator/Student data in accordance with this Agreement. I understand that any violation of law or of this Agreement may result in loss of access privileges to the data and may also be grounds for disciplinary action, up to and including termination of my employment, termination of my business relationship with the State of Rhode Island.

The Deputy Commissioner has granted me limited authority to have access to personally-identifiable Educator/Student data in order to perform my assigned job duties. I have read and agree to comply with the policy set forth herein.

Print Name _____ Office _____

Signature _____ Date _____