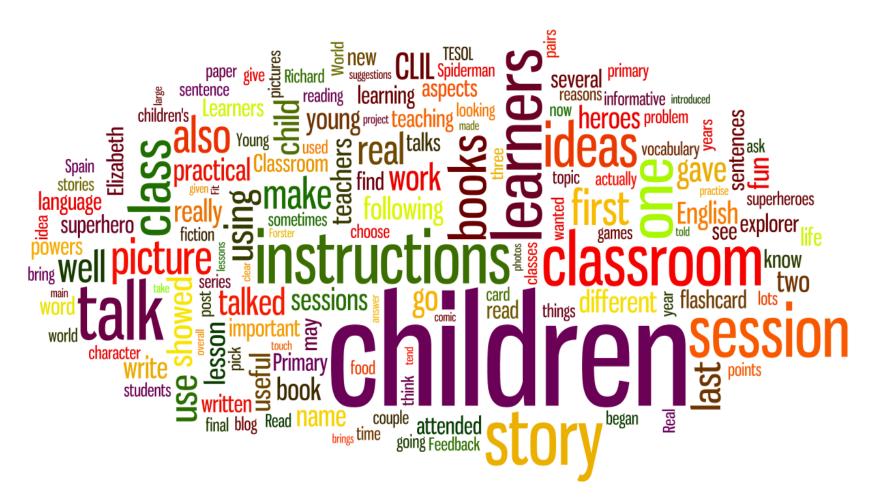


# Confidentiality Training for Volunteers

### At HCPSS, we value our volunteers!



## We also value keeping information about our students and their families CONFIDENTIAL!



#### According to Federal Law, State Regulations, and HCPSS Policies

If you are working or volunteering in a school, <u>you are responsible</u> for maintaining the <u>confidentiality</u> of all private, sensitive, and personally identifiable <u>information</u> you may <u>see</u> or <u>hear</u> while volunteering.

#### Information you must keep confidential includes:

- Students' academic information (grades, test scores, transcripts)
- Students' discipline or behavior (detentions, suspensions)
- Students' health (trips to the nurse, medications)
- Students' family information (parents' marital status, employment)
- Staffs' discussions and comments about students
- Any other information you hear or see about an individual student

By certifying your completion of this module,
you agree to keep confidential any and all <u>private</u>,
sensitive, and <u>personally identifiable information</u> you
may <u>hear</u> or <u>see</u> while volunteering in a

**Howard County School.** 

#### TO COMPLETE YOUR CONFIDENTIALITY TRAINING

- <u>Download</u> and <u>print</u> the Certification Form
- Sign and date the Certification Form
- Bring the Certification Form to your student's school when you register to be a volunteer
- Please print and complete a Certification Form for each school in which you have a student and want to volunteer