

**SCHOOL ADMINISTRATIVE UNIT #19**  
**Confidentiality of Student/Employee Information**

**VOLUNTEERS**

Specific information regarding SAU #19 students and/or its employees is confidential. Examples of such information include specific student data, special education related information, employee deduction/benefit information, etc. Any volunteer in the SAU and/or its districts who has access to such information is enjoined to keep such information from being made available to persons who do not have a legitimate need to know such information.

These same volunteers are enjoined not to discuss confidential student and/or employee information with members of their family or the general public when such information could reasonably be identified with a specific student and/or employee.

Failure to exercise reasonable and prudent action in compliance with the above rule may result in termination of the volunteer/SAU relationship.

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Printed name of Volunteer \_\_\_\_\_

I have read the above-posted notice regarding confidentiality of student/employee information. I understand its provisions and penalty.

Signed:

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date