

Data Privacy & Confidentiality



*****The most common violation of the Data Privacy Act is the unlawful disclosure of information.**

The Data Privacy Act covers information as it relates to employee regulations classified as public data, private data and confidential data. These categories regulate who can obtain specific detailed information about an employee or student.

Within the Data Privacy Act are requirements that all personnel must follow regarding disseminating information about students and their rights. All student information - anything you know about a student because you are an employee of District #318 - must be kept confidential!

1. Discuss students **ONLY** in privacy and with staff directly involved in the student's educational program.
2. Discuss students **ONLY** if educationally the staff person working with the student has a "NEED TO KNOW".
3. Discuss students **ONLY** in **PRIVACY**.
4. Parents' right to information is limited to their child **ONLY**.
5. A signed release is **MANDATORY** to share information with any outside agency.

In other words...do not talk about a student in the lounge to a group of listeners, do not show classroom records of all your students to a parent or give information about another student's behavior and do not talk to a parent or "NEED TO KNOW" employee about a student where others can overhear you.

Remember, as an employee you are required to keep all student data and information confidential. You are allowed to share information pertinent to "educational issues" with only those employees working directly with that student. It is both professional & ethical to follow these guidelines.

Consequences for Breach of Privacy:

1. The employee is guilty of a misdemeanor and is subject to criminal prosecution.
2. A violation is automatically just cause for discipline of the employee.
3. The complainant may recover significant damages plus costs and attorney's fees.