



**Official Procedure
of
Ogden Preparatory Academy**

9. Information Systems

9.01.TPL.1 OPA Employee Non-Disclosure Agreement

Effective/Revision Date: 11/13/2017

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For FORM printing and signing, page 3 is not required.

(Initial each line)

As an employee of the Ogden Preparatory Academy (OPA), I hereby affirm that:

_____ I have read and reviewed the OPA Data Governance Plan.

_____ I will abide by the terms of OPA's policies and its subordinate process and procedures.

_____ I grant permission for the manual and electronic collection and retention of security related information, including but not limited to photographic or videotape images, of my attempts to access the facility and/or workstations.

Trainings

_____ I have completed OPA's Data Security and Privacy Fundamentals Training.

Using OPA Data and Reporting Systems

_____ I will use a password-protected computer when accessing data and reporting systems, viewing child/staff records, and downloading reports.

_____ I will use a secure network when accessing data and reporting systems, viewing child/staff records, and downloading reports. Secure Networks are defined in the OPA Data Governance Plan.

_____ I will not share or exchange individual passwords, for either personal computer(s) or OPA system user accounts without express permission from the OPA Student Data Manager.

_____ I will log out of and close the browser after each use of OPA data and reporting systems.

_____ I will lock my computer when not in use or unattended.

_____ I will not allow another individual to use a computer that I am logged into.

_____ I will not attempt to identify individuals or view individual's data, except as is required to fulfill job or volunteer duties, or to publicly release confidential data.

Handling Sensitive Data

_____ I will keep sensitive data on password-protected school-authorized computers.

_____ I will keep any printed files containing personally identifiable information in a locked location while unattended.

_____ I will securely dispose of any printed files containing personally identifiable information using the secure document destruction service provided by OPA.

_____ I will delete files containing sensitive data after working with them, or move them to a secured Ogden Preparatory Academy server.

Reporting & Data Sharing

_____ I will not share child/staff-identifying data during public presentations, webinars, etc. I understand that dummy records should be used for such presentations.

_____ I will not disclose or share any confidential data or data analysis except to other authorized personnel without the OPA Data Steward's expressed written consent.

_____ I will not publically publish any data except in accordance with the OPA Data Governance Plan.

_____ I will take steps to avoid disclosure of personally identifiable information in state-level reports, such as aggregating, data suppression, rounding, recoding, blurring, perturbation, etc.

_____ I will not use email to send screenshots, text, or attachments that contain personally identifiable or other sensitive information. If I receive an email containing such information, I will delete the screenshots/text when forwarding or replying to these messages.

_____ I understand that when sharing child/staff-identifying data with authorized individuals, the only approved methods are phone calls, the Secure File Transfer Protocol (SFTP), or sharing within secured server folders for OPA internal file transfer (i.e., Google Drive Team Folders)

_____ I will immediately report any data breaches, suspected data breaches, or any other suspicious activity related to data access to my supervisor and the OPA IT Systems Security Officer. Moreover, I acknowledge my role as a public servant and steward of child/staff information, and affirm that I will handle personal information with care to prevent disclosure.

Consequences for Non-Compliance

_____ I understand that, based on any violation of this agreement or risk of unauthorized disclosure of confidential information, access to the Ogden Preparatory Academy network and systems can be suspended, and in some cases violation may result in employment termination.

_____ I understand that failure to report violation of confidentiality by others is as serious as my own violation and may subject me to personnel action, including termination.

Termination of Employment

_____ I agree that upon the cessation of my employment from OPA, I will not disclose or otherwise disseminate any confidential or personally identifiable information to anyone outside of OPA without the prior written permission of the OPA Student Data Manager and/or the IT Systems Security Manager.

Name (print neatly)

Signature

Date

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Document History

Approved: 11/13/2017

Legal References

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