

Project TEAMS

(Twice-Exceptional Students Achieving and Matriculating in Science, Technology, Engineering, and Mathematics)

Confidentiality Agreement Form

I. DEFINITIONS

- Confidential information includes personally identifiable information such as participant names, contact information, disability status, grades, gender, ethnicity/race, etc., but also conversation with or about the participants.
- Disclosure is defined as releasing, transferring, providing access to, or divulging in any other manner confidential information, either intentionally or unintentionally, to individuals or entities outside of Project TEAMS related staff, teachers, mentors, and Community of Practice members. This includes your co-workers, peers, and family. Unintentional disclosure often occurs when confidential information is discussed in elevators, restrooms, hallways, shuttle buses, stairwells, and other non-private areas where conversations can be overheard. Intentional disclosure or release of confidential information should be made only to those within Project TEAMS related staff, teachers, mentors, and Community of Practice members who have a legitimate reason for access and are authorized to receive such information.

II. RESPONSIBILITY

- Project TEAMS related staff, teachers, mentors, and Community of Practice members who are exposed to confidential information, whether or not they are directly involved in the activities provided to participating students, must keep the information confidential. Disclosure of confidential information violates state and federal law.
- Project TEAMS related staff, teachers, and mentors whom have access to computerized records must make sure that confidential computerized information is kept confidential. Passwords authorizing access to computerized records are confidential information and must be safeguarded.
- Project TEAMS related staff, teachers, mentors, and Community of Practice members, who are uncertain as to the confidentiality of the information or what constitutes unauthorized use or disclosure, should consult the Principal Investigators or Project Coordinator for direction. Until then or unless directed otherwise, the information should be treated as confidential.
- Project TEAMS related staff, teachers, mentors, and Community of Practice members who have access to confidential information may access and use such information only as necessary for the data collection and tracking purpose for Project TEAMS.
- Improper and/or unauthorized disclosure of confidential information may be cause for dismissal from Project TEAMS or such other disciplinary action as may be deemed appropriate.

Project TEAMS
Confidentiality Agreement

I acknowledge that the purpose of this agreement has been explained to me and that I understand its contents to protect the privacy of participating subjects in Project TEAMS.

Signature

Date Signed

Please PRINT Name

Please keep pages 1 to 2 for your records.

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I acknowledge that the purpose of this agreement has been explained to me and that I understand its contents to protect the privacy of participating subjects in Project TEAMS.

Signature

Date Signed

Please PRINT Name