

**Washoe County School District
Office of Human Resources
User Agreement and Acknowledgement Form
Regarding Confidential Information**

The purpose of this Acknowledgement Form is to ensure the protection of Confidential Information made accessible to the Employee/Volunteer by virtue of their official position and duties with Washoe County School District (WCSD) and related to the processing of Confidential Information within the Human Capital Management Systems (HCMS).

The following official information / records / data shall be treated as Confidential Information:

- Employee personnel records;
- Employee personally identifiable information (SSN, address, personal email address, etc.);
- Employee criminal background check reports / information;
- Employee workplace discipline;
- Employee performance evaluations and transcripts;
- Employee medical leave information, including FMLA accommodations;
- Employee health information, including ADA/AA accommodations; and
- WCSD Student and Family Data.

By signing/initialing this Acknowledgement Form, you acknowledge and consent as follows:

1. That I shall maintain the confidentiality of Confidential Information made accessible to me by virtue of my position with WCSD, except where expressly authorized by WCSD.
2. That Confidential Information may be encountered during employee conversations and correspondence, housed within WCSD HCMS systems, and/or obtained through background check processes.
3. That I will take all reasonable measures to prevent the unauthorized disclosure, theft, or misuse of Confidential Information and to ensure that Confidential Information is appropriately protected from unauthorized disclosure.
4. That access to WCSD HCMS information system is provided for official WCSD-authorized use only and I will only use Confidential Information for official purposes related to the performance of my official job duties, as assigned by WCSD.

Employee Acknowledgement:

Printed Name: _____

Signature: _____

Title: _____

Date: _____

Department: _____