

CONFIDENTIALITY

VCS Board and other Committee Members of VCS are constantly exposed to information that is classified as sensitive or confidential. Board and Committee Members are exposed to this confidential information in the normal course of their work. Contact and use of this type of information is authorized only in as much as it is necessary to perform Board and Committee Member's duties. Unauthorized and/or unnecessary review, reproduction or release of this information to other parties may jeopardize our employees, students and vendors as well as our relationship of trust between our employees, students, families and vendors. Confidential information includes, but is not limited to:

1. VCS Policies
2. Financial Statements
3. Computer Data Files, Email and Software
4. Operational Reports
5. Employee and Personnel Information
6. Payroll, Salary and Wages
7. Vendor Information
8. Student and Family Information

This information may be in any of the following forms, but is not limited to hard, soft or electronic copy, manuals, letters, memos, reports or verbally. Board and Committee Members should consider all information as confidential unless otherwise directed. Disregard in observing this policy may result in disciplinary action up to and including immediate termination of position. Legal action may also be taken for a breach of this policy.

Board and Committee Members are also required to keep work environments clean and orderly. Before departing a work area, all files and cabinets should be locked. Clear all sensitive or confidential work materials from work surfaces.

Signature

Date

Printed Name