



Gainesville City School System
508 Oak Street
Gainesville, GA 30501

Intern Confidentiality Agreement

Intern Name:	Position:
School Location:	GCSS Supervising Teacher:

This Agreement is made between _____ (Intern) and Gainesville City Schools on _____, 20 _____.

Intern will perform services for GCSS, which may require the intern to have access to confidential information. Confidential Information is any information regardless of format about an individual student and includes but is not limited to student number, social security number, transcripts/grades, conduct, health information, eligibility for special education programs, individualized educational programs, psychological and psycho educational evaluations, absenteeism, and exam papers. Without written permission, none of this information should be disclosed to persons outside the employ of the GCSS unless it is the student, the student's parents or guardian, or an employee of the school district who has a discernable need to know.

Confidential information of the school system includes exams, testing protocols and assessments that you are notified are confidential and cannot be disclosed to anyone without proper authorization.

- Intern will hold the Confidential Information received from GCSS in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- Intern will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so by GCSS.
- Intern will not reproduce the Confidential Information nor use this information for any purpose other than the performance of his/her duties for GCSS.
- GCSS reserves the right to take disciplinary action, up to and including termination of internship for violations of this agreement.

Intern represents and warrants that he/she is not under any preexisting obligations inconsistent with the provisions of this agreement.

Signing below signifies that the INTERN agrees to the terms and conditions of the agreement stated above.

Intern's Signature _____ Date _____