

**CONFIDENTIALITY STATEMENT
AND
THE RIGHT TO KNOW
for
OREGON CONFERENCE BOARD MEMBERS AND SCHOOL EMPLOYEES**

As an employee or school board member of the Oregon Conference Educational system the following guidelines are to be followed:

As an employee, board member, or committee member holding a position that handles sensitive matters, I understand that I am required to keep confidential ALL matters that I read or hear in any closed session* of any board or committee to which I am a member. Matters to which I may not respond are: discipline issues, personal information of students and parents, any information that I am not authorized to disseminate** any information unless I have been authorized by board action***.

As part of keeping these matters confidential, I understand that I may not discuss, allude to, share written materials, or disclose in any way information regarding these matters to other individuals, including family members or relatives. I also agree to safeguard any written materials that I may receive related to these matters so that they will not be inadvertently disclosed.

I understand that my position does not allow the violation of confidential matters and that action may be taken if confidential matters are shared beyond the Right-to-Know. I also understand that I may be held individually liable if I breach the confidentiality of matters I have no right to pass along or share.

My signature confirms agreement to the Confidentiality Statement as a school board member, an Employee of the Oregon Conference or an Educational position.

Date _____

Signature _____

Title _____

School _____

- * Closed session refers to school boards when in executive session.
- ** Disseminate information by electronic, written or verbal communication.
- *** It is recommended that all boards attach a 'go to person' with each voted action.
 - Protocol would be for an authorized 'go to person' to speak on behalf of board
 - In the absence of an authorized 'go to person' the board chair speaks for the board
 - Individual board members are not to speak independently of the board.