



## CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement (this "Agreement") is made effective as of (date) \_\_\_\_\_, between Kendra Andrus (Director), of The Joey Georgusis Center for Children (Delgado Community College), and \_\_\_\_\_, of \_\_\_\_\_.

- I. **CONFIDENTIAL INFORMATION.** The term " Confidential Information" means any information or material, which is proprietary to children, families, and employees of The Joey Georgusis Center for Children( Delgado Community College), whether or not owned or developed by The Joey Georgusis Center for Children's (Delgado Community College's) teachers or direct support staff, in which these employees aforementioned may obtain through direct or indirect contact with the children, families and employees of The Joey Georgusis Center for Children(Delgado Community College).

In this agreement the party that owns the Confidential Information is referred to as "The Joey Georgusis Center for Children/ Delgado Community College" and the party to whom the Confidential Information may be disclosed to will be referred to as "Teacher or Direct Support Staff."

The Joey Georgusis Center for Children/ Delgado Community College will protect the Confidential Information and materials, which may be disclosed between the center and the teachers and direct support staff. Therefore, the parties agree as follows:

- A. Confidential Information includes without limitation:
- Children's records located in the JGCC/DCC center
  - Policies and procedures related to children
  - Accidents & incidents involving children, their families and of staff (all occurring in and out of facility)
  - Legal or non-legal court decisions concerning placement of children
  - Employee disagreements or disputes
  - Discussion of salary or wages
  - Disciplinary actions of oneself or other employees in the center
  - Any other proprietary information
- B. Confidential Information does not include
- Any information that either parties or parents of children enrolled at the center agree in writing that is not confidential.

## II. PROTECTION OF CONFIDENTIAL INFORMATION.

Understands and acknowledges that the Confidential Information has been developed and obtained and collected by The Joey Georgusis Center for Children / Delgado Community College, by the investment of significant time, effort, and expense, and that the Confidential Information is valuable, special, and is held in high regards, which may be disclosed at any time. This provides a significant advantage to teachers or direct support staff and needs to be protected from improper disclosure of the Confidential Information to any person or entity without written prior consent from JGCC/ Delgado Community College. Improper disclosure is described or explained as the following; however improper disclosure is not limited to this list:

- Verbal disclosure to persons not mentioned above
- Written disclosure
- Media disclosure

**In accordance with The National Association for the Education of Young Children, Statement of Commitment, to the best of my ability we commit to:**

- Maintain high standards of professional conduct
- Recognize how personal values, opinions, and biases can affect professional judgment
- Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct

According to The Minimum Standards for licensed childcare centers in the State of Louisiana, Section 5312 states that confidentiality of information regarding children and their families is a required segment of orientation training and annual training upon hire in a childcare center. All information must be kept confidential by director, staff, and any caregivers for the children and their families in care.

In addition, all employees must follow the correct and proper procedure when reporting, recording, and discussing Confidential Information, as stated in this agreement. Mrs. Andrus is hereby designated to receive all of the aforementioned and authorized to report all information to immediate supervisor of the department.

I, \_\_\_\_\_, acknowledge that I understand all policy and information presented to me in this confidentiality agreement. I further understand that noncompliance of any parts of this agreement may result in disciplinary action deemed necessary by human resource management, department dean, or immediate supervisor.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Director's Signature: \_\_\_\_\_