

**Timberlane Regional School District
Vendor Confidentiality Agreement**

It is the policy of the Timberlane Regional School District to provide our employees and students with a level of safety, privacy, and confidentiality with any information concerning any of our employees or students. In the course of your work, you may have access to confidential information (oral, written or computer generated, not otherwise available to the public at large) about employees or students, their families and/or personal business. School business information includes, but is not limited to, computer programs, software and supporting documentation, procedures, facility plans, technological plans, security plans, strategic plans, financial information, student information, and employee information.

THEREFORE, I AGREE that: I will not discuss any confidential information in any public areas or to anyone not designated as a point of contact by the District. I will hold all confidential information of which I have knowledge in the truest confidence.. I agree to utilize confidential information obtained by me only for the benefit of the performance of my job responsibilities. Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of confidentiality, and will result in legal action up to and including litigation and termination of future engagements with Timberlane Regional School District.

I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND AGREE TO THE TERMS LISTED.

Vendor Signature

Vendor Name (print)

Date _____