



Halifax County Schools Confidentiality Agreement

This agreement is made between _____ ("Employee") and Halifax County School, (HCS) on _____ (Date).

Employee will perform services for HCS that may require HCS to disclose confidential and proprietary information ("Confidential Information") to Employee. (Confidential Information is student, personnel or employee finance records, investigation notes, allegations, or drafts of strategic planning is not generally known or available outside of the central services or subject to open record laws.)

Accordingly, to protect the Confidential Information that will be disclosed during employment, the Employee agrees as follows:

- A. Employee will hold the Confidential Information received from HCS in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others.
- B. Employee will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by HCS management.
- C. Employee will not reproduce the Confidential Information nor use this information for any purpose other than the performance of his/her duties for HCS.
- D. Employee will, upon request or upon termination of his/her relationship with HCS, deliver to HCS any personnel or finance records, notes, documents, equipment, and materials received from HCS or originating from employment with HCS.
- E. HCS reserves the right to take disciplinary action, up to and including termination, for violations of this agreement in addition to pursuing civil or criminal penalties.
- F. This agreement will be interpreted under and governed by the laws of the state of North Carolina.
- G. All provisions of this agreement will be applicable only to the extent that they do not violate any applicable law and are intended to be limited to the extent necessary so that they will not render this agreement invalid, illegal or unenforceable. If any provision of this agreement or any application thereof will be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of other provisions of this agreement or of any other application of such provision will in no way be affected thereby.

Halifax County Schools
"Charting A New Course"
Human Resources



Employee represents and agrees that he or she is not under any pre-existing obligations inconsistent with the provisions of this agreement.

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

Employee Name (Printed)

HCS Representative Name/Title

Employee Signature

HCS Representative Signature

Date

Date