

Domus Programs Staff Confidentiality and Non-Disclosure Form

To assure our programs—including but not limited to Domus Knights, Domus Vikings, SPS middle schools, Here to Help, Project New Hope and JRB/ARB—are of high quality and have a positive impact on our young people, the Family Advocacy and Domus staff engage in ongoing collection, review, and evaluation of data and information. The Family Advocacy and Domus staff have access to data so we can continue to improve the program and support the needs of our students. It is important that we maintain the confidentiality of the data and use it only for its intended purposes. To that end, as a Domus staff member you agree to:

- NEVER access Powerschool data of a young person not currently enrolled in your program. This includes formerly enrolled participants and young people you may know from other programs or associations. You understand that you are not—under any circumstance—to access this data even if you have parental or school personnel permission.
- When a student is newly referred to the program, only the Director of Family Advocacy/Program Director may access Powerschool data for the sole purpose of understanding (from the attendance and behavioral data) if that young person meets our eligibility criteria. If the young person meets the criteria, we will get permission from parents before accessing any additional data. If the young person does not meet our criteria, we will not access any further data.
- Data we access includes personally identifiable information including but not limited to name, date of birth, address, and school ID number—program staff will only use this information in their professional capacity as it pertains to the program youth and will keep it confidential.
- Academic, behavioral, special education, survey, and attendance data we access will be used for the sole purpose of tracking our young people, helping them improve in these areas, and helping us evaluate our program. This data must be kept confidential and will only be used in a professional capacity.
- NEVER, under any circumstance, are you permitted to release the data about a young person to anyone other than the young person's guardian. This includes teachers and other school staff members who have access to some but not all data in Powerschool. When discussing this data on your students with them, it needs to be in a private space and in a professional context. Before discussing any data in Salesforce with SPS staff, please speak to a supervisor. **Stamford Public Schools Board of Education members are not school staff members and cannot access personally identifiable information—we are not permitted to share information about our students with Board of Education members.**
- To protect the integrity of our data, any surveys administered by paper should be promptly collected and locked up; any work on Powerschool or Salesforce should be password protected, and you should NEVER share your password. Please make sure you log out of the platform before walking away from your computer. If you are looking at Powerschool information alongside a student, have them log into their access/account and look together.
- You are not permitted to take screenshots of data from the Powerschool platform.
- If you do not have a signed Powerschool release from families, you are not permitted to access student data in Powerschool. This applies to staff members in all Domus' programs.
- In the case you ever have a question about whether you are permitted to release information on a student, the answer is **YOU ARE NOT PERMITTED TO. DO NOT** do it and speak to your supervisor who will provide additional guidance.

I have read and understand this form, and I agree to all the above conditions regarding student data. I have been given the opportunity to ask questions. I understand that any breach of student data on my part will be reported to the Superintendent of Stamford Public Schools, the Executive Director of Domus, and the student's family. I will be held personally and professionally accountable for this breach to the full extent of the policies of Domus and Stamford Public Schools, and a breach will lead to disciplinary action up to and including termination.

Signature: _____ Date: _____

Printed Name: _____