

NEWTON

PUBLIC SCHOOLS

100 Walnut Street, Newtonville, MA 02460-1398

Employee Confidentiality Policy

The Newton Public Schools (NPS) is committed to the protection of student, parent, and staff personal information. The Newton Public Schools recognizes its responsibility to safeguard the privacy of its students, staff and their families.

It is essential that NPS employees who are entrusted with confidential student, family, and staff information keep this information confidential.

It is the responsibility of NPS employees to protect student, family, and staff confidential information collected or maintained by the Newton Public Schools from release or misuse. This confidential information includes, but is not limited to, student or staff number, alternate number, phone numbers, social security number, birth information, ethnic category, home language, lunch/financial status, medical information, contact information, family information, legal alerts, grades, and certain kinds of payroll information. Confidential information is to be accessed and discussed only in relation to an employee's job responsibilities and only with other authorized personnel. Confidential student or staff information should not be given to non-authorized Newton personnel or to people not employed by the Newton Public Schools without the written consent of a supervisor. NPS employees may not use or disclose any such information for personal gain, nor reveal it to anyone outside of the Newton Public Schools at any time during or after their employment with the Newton Public Schools, except as permitted or required by law or as authorized by the individual or in the case of a minor, with the consent of a parent or guardian.

NPS employees should promptly report any violation of this policy they become aware of to the Human Resources Department. The strictest standards of confidentiality must be maintained at all times.

Any employee who violates these guidelines may be subject to appropriate disciplinary action.