



Employee Data Sharing and Confidentiality Agreement

To minimize the risk of human error and misuse of information, Beehive Academy will provide a range of training opportunities for all Beehive Academy staff, including volunteers, contractors and temporary employees with access to student educational data or confidential educator records.

All Beehive Academy employees and contracted partners must sign and obey the Beehive Academy Employee Acceptable Use Policy, which describes the permissible uses of school technology and information. Beehive Academy employees and contracted partners also must sign and obey the Beehive Academy Employee Data Sharing and Confidentiality Agreement, which describes appropriate uses and the safeguarding of student and educator data. New Beehive Academy employees must sign the aforementioned documents prior to being granted access to Beehive Academy systems. As of the adoption of this policy, existing Beehive Academy employees will be given 90 days complete the required training and sign the aforementioned documents. Thereafter, all employees will be required to participate in a Data security and privacy fundamentals training, which is mandatory for continued access to the Beehive Academy network. These signed agreements will be maintained in the employee's file in Beehive Academy human resources. Non-compliance with the agreements shall result in consequences up to and including removal of access to Beehive Academy network; if this access is required for employment, employees and contractors may be subject to dismissal. Additionally, Beehive Academy requires targeted information security and privacy training for specific groups within the agency .