

Work-based Learning & Youth Apprenticeship Confidentiality Agreement

As a Newton County School Work-based Learning or Apprenticeship Program student, you may be required to handle material of a confidential nature. In general you should treat as confidential anything that is not common knowledge or has not been published. Please respect the trust the work site coordinator/employer has placed in you by handling **ALL** such information in a careful and discreet manner. Never divulge WBL/apprenticeship work site or client information to outsiders, including family members, friends, the media, government representatives or anyone else without the express written, prior approval from the WBL/Youth Apprenticeship coordinator or worksite supervisor.

Confidentiality means keeping information private. Do not discuss with anyone any information you receive about a customer, patient, student, teacher, an employee or employer. If you are in doubt as to the nature of the information, see the Career Related Education/Youth Apprenticeship coordinator immediately.

Failure to comply with the *WBL/Apprenticeship Confidentiality Agreement* is grounds for immediate dismissal from the WBL/Youth Apprenticeship Program and job or internship position. A student may receive an “incomplete” or a failing grade if dismissed from the program. If this situation occurs, a parent/guardian will be contacted.

I have read the above policy on confidentiality and understand the consequences for non-compliance and therefore agree to comply with the work-based learning *or* apprenticeship confidentiality agreement.

Student name: _____ Date: _____
(Please print)

Student signature: _____
(Please sign)

I have read the above policy on confidentiality and understand the consequences if my child is in noncompliance.

Parent/guardian name: _____ Date: _____
(Please print)

Parent/guardian signature: _____
(Please sign)