



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Certificate of Non-Disclosure

Year 2017

All employees of the Georgia Department of Education ("GaDOE") must annually sign a Certificate of Non-Disclosure concerning access to and disclosure of sensitive or confidential databases, files or information (hereinafter "Confidential Data"). This includes, but is not limited to, Confidential Data about students, employees of GaDOE or employees of Local Education Agencies ("LEA").

As an employee of GaDOE, I recognize that I may have access to personal and private information or Confidential Data the disclosure of which may be protected under Federal or State law. Failure to comply with these strict confidentiality requirements may violate Federal or State law and individual privacy rights. Therefore, I hereby certify that I will not release, disclose, discuss, reproduce, sell, use or otherwise make known any Confidential Data that may be protected under Federal or State law to any individual or entity without the express consent or direction of my supervisor.

If I have access to student-level information, I agree that I will complete the FERPA 101 training offered by the U.S. Department of Education by February 15, 2017 if I have not completed the course since January 1, 2016. I will also print out and maintain my Certificate of Completion for the **FERPA 101** course and will provide a copy of it as part of my annual Certificate of Non-Disclosure. (Training is accessible at <http://ptac.ed.gov/>.) I understand that, in the event of an unauthorized disclosure of protected information, I will be asked to provide a copy of my Certificate of Completion.

To the extent that I have access to student-level data, I agree that I will not make personally identifiable, student-level data available to any person or entity outside GaDOE except pursuant to a written data-sharing agreement approved by the Office of Legal Services or as otherwise approved by GaDOE's Privacy Officer. Further, such data will not be shared with GaDOE staff unless a legitimate educational reason exists for sharing the data. Prior to sharing such data within GaDOE, I agree to notify my Deputy, Legal Services, and GaDOE's Privacy Officer.

If as part of my job duties, I am involved with sharing Confidential Data with any person or entity outside GaDOE, including contractors or vendors, I agree that I will complete the **FERPA 201: Data Sharing** training offered by the U.S. Department of Education by February 15, 2017 if I have not completed the course since January 1, 2016. (Training is accessible at <http://ptac.ed.gov/>.) I will also print out and maintain my Certificate of Completion for the FERPA 201 course and will provide a copy of it as part of my annual Certificate of Non-



Georgia Department of Education
Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Certificate of Non-Disclosure

Year 2017

Disclosure. I understand that, in the event of an unauthorized disclosure of protected information, I will be asked to provide a copy of my Certificate of Completion.

I understand that unauthorized disclosure of protected information may also result in a reassignment of my duties, removal of access to protected information, removal from duties, and disciplinary action, up to and including dismissal, all at the sole discretion of GaDOE.

In the event that I inadvertently or incorrectly release any Confidential Data or learn of an unauthorized release, I agree to advise immediately my supervisor, my Deputy, the Office of Legal Services, and GaDOE's Privacy Officer. I will also, to the best of my knowledge, help identify the business organization, entity or individual person to whom the information was divulged and the content or substance of the disclosed information.

I agree that this certification shall survive beyond any separation in employment or reassignment of duties.


Signature

¹²
01-~~08~~.17
Date

Anderson - Johnson, Ebony
Printed Name