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**AMERICAN SAMOA DEPARTMENT OF EDUCATION  
CONFIDENTIALITY AGREEMENT**

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**Confidentiality of Information**

There are legitimate concerns that personal information and other data be maintained at the highest level of security. The safeguarding of the data from inappropriate use is essential. As a territorial department, ASDOE will comply with the requirements of the confidentiality laws under the “Family Educational Rights and Privacy Act (FERPA); and will protect against unauthorized disclosure of Personally Identifiable Information (PII) contained in student and staff records.

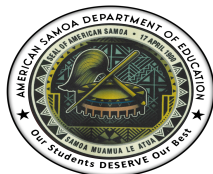
As a user of the American Samoa Department of Education data and resources, I agree to abide by the Data Privacy and Security AND Data Access and Management Policies and guidelines as they relate to the policy established:

1. As used in this Agreement, the term “Personally-Identifiable Information” (PII) of students or staff means any and all such personally identifiable data.
2. The Director of Education will grant limited authority to particular ASDOE employees and consultants who have a need to access any PII data to perform their job duties, which shall be strictly construed.
3. Any ASDOE employee, consultant, or a person who accesses, uses, or discloses any student or staff PII without the appropriate authorization, is in violation of federal law or regulations of this Agreement; will lose access to the data and may be subject to formal or legal disciplinary action, including termination of employment.

I have read and affirm that I will only access, use, and disclose any student or staff PII data in accordance with this Agreement.

Print Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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