



# SCHOOL DISTRICT #52 CAREER DEVELOPMENT PROGRAMS

"Placing the Classroom in the Community!"

## WORK SITE OATH OF CONFIDENTIALITY

*Confidentiality means not revealing information.* "What you hear on the job, stays on the job."

Confidential information may include information about:

- ❖ Customers/clients
- ❖ Company finances
- ❖ Employees

Personal information that must be kept confidential:

- ❖ Names, addresses, and telephone numbers
- ❖ Health care history
- ❖ Educational, financial, criminal, or employment history
- ❖ Your/anyone else's opinion about other individuals
- ❖ What you see, hear, or read pertaining to anyone's personal information.

**As a condition of participating in the School District #52 Work Experience program, I understand and agree that I must respect the need for confidentiality when placed at my worksites which are still to be determined.**

**Furthermore, I must at all times – even after finishing my work experience with my work experience employers – maintain confidentiality with regard to the employer's business and the business of its customers.**

**I have read and agree to this by signature below.**

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

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