



Confidentiality of Student Information

As a volunteer at Youth Entrepreneur Institute, you will respect the highly confidential nature of student information. During your service, you may have access to sensitive student records, including personal identifiers, educational data, and progress documentation through systems like Salesforce and Cityspan. The inappropriate release or mishandling of this information is considered a serious breach of trust and may result in immediate termination of your volunteer involvement.

Data Handling Protocols:

1. Student information will not be discussed in public areas, nor will records be left unattended.
2. Ensure that all documents, digital or physical, containing student information are secured and only accessed as necessary for your volunteer duties.
3. Treat all student data as confidential. Do not disclose student information without proper authorization.
4. Discuss student information only with those have a legitimate educational or administrative need to know.
5. When communicating about a student, avoid using specifics that could disclose the student's identity or personal information. Use general terms unless speaking with authorized personnel.
6. Messages left for students or their families should not contain sensitive information and should only request a callback with minimal details provided.

Information Release:

Written consent from YEI or a court order is required to release any student information. In the case of urgent needs, verbal reports may be given to authorized personnel, but should always be followed by official documentation and approval. If a student or their guardian requests information, provide it directly to them in accordance with institute guidelines.

Reporting and Compliance:

If you are uncertain about whether information should be released or feel there may have been unauthorized access to confidential information, you must report this immediately to your supervisor or the program director.

Volunteer Acknowledgment:

By signing below, I acknowledge that I have read and understand the Youth Entrepreneur Institute's Confidentiality Agreement regarding student information. I agree to adhere strictly to these guidelines to protect the privacy and integrity of student data and understand that violation of these policies may result in termination of my volunteer status and potential legal consequences.

Name (Print): _____

Signature: _____

Date: _____