

**CLARENDON COLLEGE  
INSTRUCTIONAL OBSERVER CONFIDENTIALITY AGREEMENT**

As an instructional observer for a concurrent / dual credit course at Clarendon College (CC) and \_\_\_\_\_ Independent School District (District), I am aware that the data/information to which I have access is to be treated in a professional and confidential manner. This information will be used only to conduct the official internal business of the College and my School District and may not be disclosed to any party without prior administrative approval from both CC and the District. I agree that it is my responsibility to understand and abide by the appropriate CC Policies 1595 Information Security, 1596 Data Classification Security, and 4220 FERPA Access Rights or any other applicable CC and District policies and directives.

I understand that any breach of confidentiality on my part will be considered a violation and will require disciplinary action up to and including termination of my instructional observer status.

Course(s) \_\_\_\_\_

Semester \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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Signature \_\_\_\_\_ Name (Print) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_