



Acknowledgement of Volunteer Privacy Responsibilities

You have volunteered for Redeemer School to perform temperature check and COVID-19 screening services that require you to access and use personally identifiable information (PII) from students' education records. Your access and use of the PII is governed by the Family Educational Rights and Privacy Act (FERPA) and North Carolina law (Gen. Stat. Ch. 75, Art. 2C and 115C, Art. 29).

FERPA requires the School to maintain "direct control" over your use and maintenance of students' education records and PII and to use reasonable methods to ensure that you obtain access to only those education records in which you have an educational interest.

Personally identifiable information ("PII") includes the following:

- First and last name
- Health records (***including daily COVID-19 screening and temperature check data***)

If you have any questions about information in this document, they should be directed to Loryn Faile, Head of School (lfaile@redeemerschool.org).

It's important that you take the following steps to protect student privacy:

- *Do not disclose the PII to another party* (except to the School). The PII must not be shared with or communicated to (told, texted, emailed, mentioned, etc.) unauthorized users, and it must be protected from inadvertent disclosure due to careless handling.
- *Do not use the PII for other purposes*. The PII has been provided only for you to perform the volunteer service for which the school provided you the information. It should not be used for other purposes.
- *Do not keep the PII after you complete your volunteer service*. Return the PII to the school office after completion of the service that you provided.

The undersigned acknowledges that he or she has read, understands, and will uphold all responsibilities as outlined in Acknowledgement of Volunteer Privacy Responsibilities.

(Print name)

(Signature)

(Date)