

DIOCESAN SCHOOL EMPLOYEE CONFIDENTIALITY AGREEMENT

In consideration for employment with a Catholic School in the Roman Catholic Diocese of Greensburg (“the Diocese”), (the “Employee”) hereby acknowledges and agrees as follows:

1. Employee recognizes and acknowledges that because of his duties and position of trust as an employee of a Catholic school in the Diocese, he may have access to Confidential Information. For purposes of this Agreement the term “Confidential Information” means all information treated as confidential by the School and/or Diocese, including without limitation, any and all information relating to student performance, student discipline, student health records; employee personnel files, disciplinary actions, personnel actions, employee files, health information; financial information, any and all information relating to the students, volunteers, and employees; financial matters, business practices, procedures, operations, supervisory decisions or affairs of the School and/or Diocese, including any and all other information of or concerning the School and/or Diocese or its agents or representatives, which is not publicly known and any other confidential information in the possession of the Diocese.
2. Employee agrees that he will not, during his employment with the Diocese and or at any time thereafter, either directly or indirectly, disclose or use, without the prior written consent of the Superintendent of Catholic Schools, any Confidential Information to any other person or any other entity for any reason or purpose whatsoever. Upon termination of Employee’s employment, Employee will promptly deliver to the School/Diocese all records whether in hard copy or electronic, and any paperwork, compositions, devices, apparatus and other items that disclose, describe or embody Confidential Information, including all copies and reproductions of the Confidential Information in the Employee’s possession.
3. Notwithstanding the above, nothing contained herein shall prohibit the disclosure of such information if required by law or by any court or tribunal of competent jurisdiction; provided Employee immediately notifies the Office of Catholic Schools/Diocese of such requirement and provides the Office of Catholic Schools/Diocese with an opportunity to seek an appropriate protective order.
4. Nothing contained herein shall be construed as an agreement on behalf of the School/Diocese to employ Employee for any specified period of time or indefinitely. This agreement shall constitute the sole agreement between the parties hereto with respect to Confidential Information and may not be modified without the prior written consent of the Bishop of the Diocese.
5. If any provision of this agreement shall be invalid or unenforceable to any extent, the remainder of this agreement, and the application of such provision to other persons or circumstances, shall not be affected thereby and shall be enforced to the greatest extent permitted by law.
6. This agreement is governed by and shall be construed, interpreted, and enforced by the law of the Commonwealth of Pennsylvania.

Employee: _____

Date: _____

Witness: _____

Date: _____