CONFIDENTIALITY STATEMENT FOR NON-HUMAN RESOURCES PERSONNEL

As professionals working with and for the state, we hold a particular stewardship role with regards to sensitive and confidential information. Citizens, employees, the legislature, and the governor all depend upon us to safeguard and protect the integrity of government services. Individually, we are all responsible for ensuring the public’s trust.

As a Department of Enterprise Services (DES) employee, you may be given access to records or information that is deemed private and confidential by statute.

You may not make any unauthorized disclosure of private or confidential information about employers, clients/claimants, employees or applicants to any person or entity. Confidential information includes but is not limited to individual Social Security Numbers, ethnic codes, status as a member of a protected group, home addresses, personal telephone numbers, credit card numbers, banking information. The unauthorized disclosure or abuse of information deemed private and confidential may subject you to penalties and other applicable sanctions under state and federal law and may constitute grounds for disciplinary action up to and including dismissal.

**Signer’s Acknowledgment:**

I have read and I understand this Notice of Nondisclosure. I accept full responsibility for the proper use of the access I have been granted, and agree to use this access only in the performance of my assigned responsibilities. I understand that all data I will be given access to is considered confidential, and is not to be accessed or disclosed except in direct relation to my assigned responsibilities. Except as required by my work assignment, I will not remove data from DES premises either by paper or electronic media, nor will I discuss confidential information. Disposal of any documents containing confidential information will be in the appropriate recycling container for such data.

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Signature Date

(Make a copy for your records and return the original to the Human Resources Office.)

Cc: Personnel File