Confidentiality Statement for 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 up on us to safeguard and protect the integrity of government services. Individually, we are all responsible for ensuring the public’s trust.

You have been selected to work in the Human Resource Division of the Washington State Department of Enterprise Services (DES). This may cause you to be exposed to sensitive information regarding DES employees, which will demand the utmost discretion and confidentiality.

This may include hard copy or computerized employee personnel/payroll records; medical records; meeting or investigative notes, letters and/or memos of a corrective or disciplinary nature. There may also be correspondence from or to attorneys, appointing authorities, medical providers and regulatory agencies including, but not limited to, the Personnel Resources Board, Human Rights Commission, Departments of Employment Security and Labor and Industries. In addition, you may be in the vicinity of conversations of a confidential nature.

DES customers must rely on our discretion as we deal with these situations. The Human Resource team must rely on your discretion, and must trust that you will respect our insistence that what you see and what you hear in the HR office be treated with the utmost sensitivity and not shared with anyone not entitled to the information. Further, in accordance with the Personnel & Payroll Files Policy, you are responsible to protect information within personnel files and will release information only to appropriate audiences listed within the policy.

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.

Please sign and date this document which will acknowledge your receipt, understanding, and agreement to abide by this notice.

Click or tap here to enter text.

Print Name

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Signature Date

(The original of this notice must be returned to the Department of Enterprise Services Human Resource Division.)

Cc: Personnel File