



User Confidentiality Statement

As a staff member of the local Workforce Development Area, I will/may have access to various kinds of information that includes but is not limited to applications, program files, and databases. The sources of information may include, but are not limited to, the Employment Development Department, the Department of Education, the Department of Social Services, CalJOBS, WIOA participant data, Social Security Number(s), home address and telephone number(s) and other personal and confidential data. Likewise, I will/may have access to various kinds of information related to employers and businesses that may include, but not limited to, labor market Information and advance notice of closures and/or layoffs. Additionally, I will/may have data from employers, and/or State of California, and/or agencies of the County of San Luis Obispo. All of the aforementioned data is deemed confidential. Each party will keep all information that is exchanged or used in performance of their job in the strictest of confidence and make such information available to their own employees or co-workers on a "need to know" basis only. Furthermore, this information is not to be discussed outside of the workplace or in social settings.

I understand that the data maintained by said agencies is confidential under the California Unemployment Insurance Code Section(s) 1094, 2111 and 2714 et seq., the California Civil Code Section(s) 1798 et seq., 1798.24 (d) and 1798.55, the California Penal Code Section 502, and the Welfare and Institutions Code Section 10850. I further understand that I am subject to misdemeanor and/or Civil or Administrative penalties for any unauthorized disclosure of said information/data.

COMPUTER ACCESS STATEMENT OF CONFIDENTIALITY & APPROPRIATE USE

The records and information of all applicants/recipients of WIOA services are confidential. Employees who are authorized access into the CalJOBS computer system supporting public assistance or services casework will be assigned a user ID and password limiting their access to their assigned functions. Passwords must be held in strict confidence. **DO NOT SHARE YOUR PASSWORD WITH ANYONE.** This is to protect both yourself and the data in the system, as you are responsible for transactions authorized by entry of your password. Your password is translated into an "electronic signature" which accompanies every transaction into the system. Employees will under no circumstances use the password of another employee to gain access to the system.

Misuse of automated systems will be monitored and investigated. Such misuse includes attempts to complete or completion of inappropriate transactions; illegal or fraudulent activities; accessing confidential client information on the system and disclosing that information to unauthorized persons; accessing information that the employee is not authorized to see and/or receive; using a system for purposes other than WIOA program business.

If your password has been compromised in any way, you should immediately report the possibility to your supervisor and change your password or request that it be changed. Should you be denied access to any part of the system that you need in order to accomplish your job, notify your supervisor who will contact the MIS Administrator.

Be aware that should you violate a participant's confidentiality, knowingly attempt to or misuse automated systems, you may be subject to disciplinary action, including possible termination and criminal prosecution.

I have read, understand and acknowledge receipt the above statement.

Name: _____

Position: _____

Office: _____

Signature: _____

Date: _____