

Confidentiality Statement - Tribal Employee

I, _____, understand and agree that:

1. The records of the Department of Social and Health Services (DSHS), Division of Child Support (DCS), including electronic and paper files, contain confidential and personal information.
2. I will only access DCS records for program purposes directly associated with the scope of my employment. I may not use the Support Enforcement Management System (SEMS) or DCS access to other databases and information sources to access confidential information on myself, friends, relatives, co-workers, employment applicants, or any other person unless the purpose is directly associated with the scope of my employment.
3. I will discuss confidential and personal DCS information only when necessary for a child support specific purpose.
4. I have reviewed and understand the terms of the DSHS Indian Nation Program Agreement(s) and agree to abide by them.
5. I understand that the Internal Revenue Service (IRS) requires that anyone who has access to income tax information and payments must be briefed on security procedures and instructions for protecting federal tax information. I understand that IRS returns and return information shall be confidential, and that any violations of the nondisclosure of IRS information requirements could subject me to criminal and civil penalties. If I have access to IRS information or payments, I will annually review the IRS Confidentiality and Security Exhibit in the DSHS Indian Nation Program Agreement. I am aware of the federal penalties and civil damages associated with unauthorized disclosure or unauthorized inspection.
6. As a non Employment Security Department (ESD) employee, I may be given access to records or information that is deemed private and confidential by statute. I may not make any unauthorized disclosure of private or confidential information about employers, clients/claimants or employees to any person or entity. Confidential information includes but is not limited to employee's wages or hours, unemployment insurance benefit records, and the North American Industry Classification System (NAICS) codes of individual employers. I may not disclose my password to other employees or allow others to access the ESD Mainframe System through my password and user identification. The unauthorized disclosure or abuse of information deemed private and confidential may subject me to a civil penalty of Five Thousand dollars (\$5,000) and other applicable sanctions under federal and state law (RCW 50.13).
7. After I leave my current position, DCS information obtained during my employment will remain confidential.
8. DCS records contain information from other government agencies. Wrongful disclosure of that information may lead to civil and criminal penalties.
9. My breach of any provision of this agreement may subject me to disciplinary action or penalties as defined by Tribal Codes, other applicable law, and policies or other instruction.

DATE

SIGNATURE OF EMPLOYEE

The above individual has been informed of the obligations of the Indian Nation Program Agreement(s) and confirms an understanding of the confidentiality, nondisclosure, and data security requirements.

DATE

SIGNATURE OF SUPERVISOR/AUTHORIZED REPRESENTATIVE

PRINTED NAME OF SUPERVISOR/AUTHORIZED REPRESENTATIVE