Exhibit C
WASHINGTON STATE DEPARTMENT OF SOCIAL AND HEALTH SERVICES
NOTICE OF NONDISCLOSURE

As an employee of the _____ Tribe, Tribal TANF or Child Support Program, which is doing business with the Washington State Department of Social and Health Services (DSHS) under Contract No. #123456, you may be given access to DSHS and Employment Security Department records and information that are deemed private and confidential by statute.

A.   CONFIDENTIALITY OF INDIVIDUALLY IDENTIFIABLE DATA

1. Individually identifiable data is confidential and is protected by various state and federal laws (e.g. RCW 42.17, 70.02 and 74.04.060).
2. Confidential data includes all personal information (e.g., name, birth date, social security number) which may, in any manner, identify the individual.

B.   USE OF CONFIDENTIAL DATA

1. Confidential data may be used only for purposes directly related to the operation of the contractor's program(s).
2. Any personal use of confidential data is strictly prohibited.
3. Access to data must be limited to those staff whose duties specifically require access to such data in the performance of their assigned duties.

C.   DISCLOSURE OF CONFIDENTIAL DATA

1. Confidential data may be provided to the individual or their representative with a signed release of information.
2. Confidential data may be disclosed to other individuals or agencies only for purposes directly related to the administration of the contractor's program(s) pursuant to data sharing agreements.
3. Any disclosure of confidential data contrary to 1 and 2 above is unauthorized.

D. EMPLOYMENT SECURITY DEPARTMENT EARNINGS AND BENEFIT INFORMATION

1. 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).

I have read and understand the above Notice of Nondisclosure.

_____   _____
Printed Name   Position

_____   _____
Signature   Date   Telephone Number/e-mail address

The above individual has been informed of the limitations, use or publishing of confidential data.

_____   _____
Supervisor's/Authorizing Staff's Printed Name   Position

_____   _____
Supervisor's/Authorizing Staff's Signature   Date   Telephone Number/e-mail address

(TRIBAL TANF & CHILD SUPPORT PROGRAMS TO KEEP A COPY ON FILE)