

DSHS Division of Vocational Rehabilitation
Contractor Background Check Confidentiality Agreement for Designated Employees Who Process Checks

Confidentiality of all information received and generated through the DSHS Background Central Unit (BCCU) or BCCU's web-based application used by the Division of Vocational Rehabilitation (DVR) is of the highest importance. Each DVR contractor handling background checks is expected to abide by the following instructions. Violations of these instructions may result in disciplinary action.

1. Information received, stored, generated or collected in the BCCU system will not be disseminated orally or in written form unless specifically authorized at the direction of DVR.
2. No records leave the Contractors secure location.
3. Computers:
 - a. Computer monitors will be placed in a manner as not to inadvertently reveal confidential information to any employee not involved with processing background checks who are walking past any station, or visiting an employee that does process background checks. If a visitor comes into an employee's workstation, the employee must shut down, turn off the monitor, minimize the screen or leave the workstation with the visitor after taking appropriate measures to secure the information on the monitor;
 - b. Any screen with confidential information is to be closed out or minimized every time an employee moves away or leaves their workstation; and
 - c. All computers will be appropriately turned off or password protected and the monitor screen minimized to ensure security of the computer and the information when an employee leaves their workstation for break, lunch, or prior to leaving the building.
4. Documents:

The following instructions will be in place at all times for correspondence, background authorization forms, RAP sheets, court papers, and any other document related to DVR background checks:

 - a. No documents will be placed on a desk, shelf, or paper stand in a way which reveals information to any employee not involved with processing background checks;
 - b. All documents will be turned face down each time an employee moves away or leaves their workstation for any reason;
 - c. All documents will be placed in a secure, locked drawer prior to leaving the building;
 - d. All locked compartments will be identified to the direct supervisor and keys will be available to the direct supervisor at all times; and
 - e. All documents containing personal or identification information will be placed in "hot trash" barrels to be shred. Items placed in these barrels will be shredded for privacy protection. No documents containing personal or identification information will be placed in a trash can or recycling barrel. If a "hot trash" barrel is not available, all documents are to be shredded immediately.

Statutes dealing with prohibition and penalties for unauthorized release of information from the unit:

RCW 43.43.810 – Obtaining information for false pretenses – Unauthorized use of information -- Falsifying records – Penalty.

Any person who willfully requests, obtains or seeks to obtain criminal offender record information under false pretenses, or who willfully communicates or seeks to communicate criminal offender record information to any agency or person except in accordance with chapter 152, laws of 1972 ex. session, or any member, officer, employee or agent of the section, the council or any participating agency who willfully falsifies criminal offender record information, or any records relating thereto, shall for each such offense be guilty of a misdemeanor.

RCW 10.97.120 – Criminal penalties – Civil action not affected.

Violation of the provisions of this chapter shall constitute a misdemeanor, and any person whether as principal, agent, officer, or director for himself or for another person, or for any firm or corporation, public or private, or any municipality who or which shall violate any of the provisions of this chapter shall be guilty of a misdemeanor for each single violation. Any criminal prosecution shall not affect the right of any person to bring a civil action as authorized by this chapter or otherwise authorized by law.

I have read, understand, and agree to the above confidentiality requirements as an employee of _____ .

Employee Printed Name: _____ Dated: _____

Employee Signature: _____

Supervisor Signature: _____ Dated: _____

To be filed in Background Check Designee's personnel file cc: Employee; DVR Contracts Unit Page 1 of 1