

Confidentiality Statement - Tribal Employee

I, _____, understand and agree that:

1. I may come into contact with confidential information from the Department of Social and Health Services (DSHS) administrations and from other departments. Confidential information may be electronic or paper and includes, but is not limited to: names, addresses, social security numbers, employee's wages or hours, unemployment benefit records, employer information, or any other information identifying individuals.
2. As a part of my job, I have access to confidential information to assist me in carrying out my duties. I may not use confidential information acquired through the Division of Child Support (DCS) for any purposes except for child support purposes and those 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: (a) myself, my friends, my relatives, or my co-workers; (b) for personnel purposes (e.g., hiring of staff), or (c) any other person unless the purpose is directly associated with child support or within 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 it / 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. 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 civil and criminal penalties associated with unauthorized disclosure or unauthorized inspection of federal tax information, found in IRC 7431, 7213, and 7213A.
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.

I agree to the terms of this confidentiality agreement, and I must annually review and sign this statement I understand that I will be given a copy of this form and a copy will be kept on file.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE