**Region VI Workforce Investment Board**

**Employee Privileged and/or Confidential Information Agreement**

1. PRIVACY AND CONFIDENTIAL INFORMATION

The privacy of each individual in the thirteen counties making up Region VI is an important fundamental right that must be safeguarded in our highly technological society. Computers must be used to protect the privacy of our citizens, as well as to improve the effectiveness of the Region VI Workforce Investment Board operations. These objectives are not incompatible, but require positive action to assure their accomplishment.

West Virginia code, Chapter 61, Article 3C (also known as the West Virginia Computer Crime and Abuse Act), states in part that any person who knowingly, willfully, and without authorization, accesses or causes to be accessed any information filed by any person with the Region VI Workforce Investment Board which required by law to be kept confidential shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than five hundred dollars or confined in the county jail not more than six months, or both.

Access only the data required to accomplish your **official duties.** You must not discuss it unless work-related. If you do, you will be subject to the above penalties and/or discharge. Do not remove computer printouts or other documents from the workplace unless approved by your immediate supervisor.

All employees in electronic data processing operations and others having access to privileged data in any form are required to take proper precautionary steps to avoid any breach of privacy of any of our clients, employers, or employees of Region VI Workforce Investment Board. Both the effective use of computers and their use in the protection of privacy are necessary to fulfill our obligations to the citizens of Region VI, Claimants, employers, employees of this Region, activities and participants under the Job Training act, employment service, and other applicants.

1. CODE OF ETHICS AGREEMENT

In consideration of the trust placed in me by the Region VI Workforce Investment Board:

1. I will regard electronic data and other manually maintained records on individual persons, employers, and other systems as confidential in nature, to be held in trust, and I will protect and cause to be protected such data and systems against unauthorized disclosure and/or use.
2. I will withhold confidential data from persons, to include, but not limited to, relatives, friends, etc., not accorded to privileged data that I receive by virtue of my position.
3. I will not permit private or personal dealings to corrupt or adversely influence the quality, quantity, or integrity of advice or service that I provide from knowledge obtained from agency records.
4. I will not be involved in any way with the processing of personal records or records of relatives and friends.
5. I understand that I am responsible for the safeguarding of the terminal password and name assigned to me for access to or entry of computer records.
6. I understand that the Code of West Virginia, as amended, provides penalties for the unlawful release of privileged information. Depending upon the severity of the breach of confidentiality, disciplinary action could result in an oral or written reprimand, suspension, demotion and/or dismissal, in accordance with Administrative Directive 6400.20. Certain violations could also result in civil or criminal prosecution.

By signing this document, I acknowledge that these statements have been read to me and that I have read the statements included herein. I also acknowledge that I have had ample opportunity to ask any questions that I may have regarding this matter.

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Employee Signature Date

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Witnessed By Date

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Administered By Date