

Date: October 20, 2009
To: All DHS managers
From: Jane Alm, DHS Privacy Officer
Subject: New DHS Non-disclosure agreement form DHS 2102

Please review the attached information sheet explaining the purpose and use of the DHS 2102 form. This is a new form for use in situations where you may have visitors to your office who may spend a significant amount of time near a work area with possible exposure to confidential information.

The form is available on the [DHS forms server](#).

The attachment is also available here: [ISO News -- Manager Tip Sheet](#).

For questions, contact the Privacy Program at 503-945-5780 or dhs.privacyhelp@state.or.us.