

Managers' Tip Sheet

Non-Disclosure Agreement Form DHS 2102

Why this needs attention.

- **This is a NEW form** and addresses responsibilities regarding access or exposure to confidential information within the Department of Human Services
- **This form is to be used on those occasions with:**
 - Individuals who may be in contact with, or have potential exposure to, confidential DHS information.
 - Individuals who are not otherwise contracted with DHS.
- **Examples of individuals for whom the form applies** are: students, job shadowers, family, or other acquaintances who may frequent a work area where there is confidential information.
- **This form is not intended for:**
 - DHS staff
 - Volunteers
 - Partners or contractors
- **The form is to be completed in the office or work area** where the individual is spending time. The form is to be kept on file in that office.



Information

ISO help lines

Security Program

Telephone: 503-945-6812

dhsinfo.security@state.or.us

Privacy Program

Telephone: 503-945-5780

dhs.privacyhelp@state.or.us

Get the form

The form is available on the DHS forms server:

<http://dhsforms.hr.state.or.us>

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