

Department of Consumer and Business Services
Confidentiality Statement of Understanding

Purpose:

The purpose of this statement is to advise Department of Consumer and Business Services (DCBS) employees of their statutory responsibilities for safeguarding information.

Information User Statement:

I understand that during my employment with DCBS, I may be required to access or work with information that is confidential or sensitive in nature. A list of those DCBS items considered to be confidential information can be found on the DCBS Intranet at the following url:

http://www.cbs.state.or.us/internal/misc/guidelines/public_disclosure_guidelines.html. I understand that I am authorized to access only the information necessary to do my job.

I am responsible to assure that information accessed or maintained during the course of my employment at DCBS will not be disclosed to unauthorized parties. I understand that I am not authorized to use accessed information for my own purposes, or to provide information to third parties without appropriate authorization. If I have questions or concerns about whether it is appropriate to release information, I should discuss it with my supervisor or project manager.

I agree to not share my computer password(s) with others, and not write it down in a location where others might access it.

I understand that if I have questions regarding confidentiality, I have the responsibility to contact a manager in my section or division, or a member of Employee Services.

If I suspect that my user account or computer has been compromised, or confidential information may have been inappropriately accessed as a result, I agree to promptly report my concerns to a manager in my section or division, or to Employee Services.

I agree to abide by the statements listed above. I understand that non-compliance may result in disciplinary actions up to and including dismissal from state service.

Employee Signature

Date

Printed Name

I have reviewed the above statements with the employee.

Supervisor/DCBS Representative

Date

Document to be filed in Employee's Personnel File