



**North Central Workforce Development Board**

**Policy on the Handling and Protection of Personally Identifiable Information (PII)**

**Confidentiality Agreement**

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In an effort to ensure that Title I Providers, PA CareerLink® staff, and the Local Operator have read, reviewed and understand the Workforce Solutions Policy on the Handling and Protection of Personally Identifiable Information (PII) the North Central Workforce Development Board (NCWDB) staff are requiring that this form be signed and returned to Workforce Solutions. The form shall be sent via email or postal mail to the following:

Pamela A. Streich, Director of Strategic Planning and Project Management  
Workforce Solutions for North Central PA /North Central Workforce Development Board  
425 Old Kersey Road  
Kersey, PA 15846  
[pstreich@ncwdb.org](mailto:pstreich@ncwdb.org)

By signing this form I acknowledge that I have **received, read, understand and will follow** ETA’s TEGl 39-11 and Workforce Solutions policy on the handling and protection of Personally Identifiable Information (PII) to mitigate the risks associated with the collections, storage and dissemination of sensitive data. Please retain a copy of this document for your personnel file.

\_\_\_\_\_  
**Name – Printed – name must be legible** \_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employer – please specify**

Please also provide the following information:

**Email Platform used by your employer:** \_\_\_\_\_

**Encryption software/method utilized:** \_\_\_\_\_

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Equal Opportunity Employer / Program