North Central Workforce Development Board

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

Confidentiality Agreement

In an effort to ensure that Workforce Development Board staff have read, reviewed and understand the Workforce Solutions Policy on the Handling and Protection of Personally Identifiable Information (PII) employees are required to sign and return this form to the Executive D that this form be signed and returned to Workforce Solutions. The form shall be sent via email or postal mail to the following:

Pamela Streich, Executive Director at pstreich@ncwdb.org; or
Donna Hottel, Strategic Planning and Project Manager at dhottel@ncwdb.org

Workforce Solutions for North Central PA
425 Old Kersey Road
Kersey, PA 15846
(814) 245-1835

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: _____

Auxiliary aids and services are available upon request to individuals with disabilities
Equal Opportunity Employer / Program