

## **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 <a href="mailto:pstreich@ncwdb.org">pstreich@ncwdb.org</a>; or Donna Hottel, Strategic Planning and Project Manager at <a href="mailto:dhottel@ncwdb.org">dhottel@ncwdb.org</a>

## **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