

## Reach Dane Privacy and Employee Confidentiality Statement

Reach Dane is committed to respecting the confidentiality of both our employees' and our participants' personal information. Personal information includes but is not limited to age, race, home address or telephone number, marital status, family status, financial information, medical information, social security numbers and other personal identifiers. It is our policy to acquire and retain only personal data that is required for the effective operation of Reach Dane, or that is required by applicable local, state or federal laws, regulations or program requirements.

### Basic rules you must follow

- Access to Personal data is strictly limited to agency personnel who have appropriate authorization and a clear business need for that information. If you do not have authorization or a valid business reason, do not seek access to this information.
- Those with access to personal employee and participant data must only use it for the purpose for which it was collected and adhere to the highest standards of confidentiality in using it.
- Never provide anyone else's personal data to anyone inside or outside of Reach Dane without proper authorization and/or a valid Release of Information form.
- Personal data must not be held longer than necessary to meet the legal or business reason(s) for which authorization was given.
- There may be legal restrictions on the use of personal data within our outside the agency – you must always seek advice from Executive Management before doing so.

Personal data, information or electronic communications created or stored on company computers or other electronic media such as hand-held devices are considered the property of Reach Dane. Records of your electronic communications may be made and used for a variety of reasons, and may be subject to monitoring or auditing at any time and without notice. Keep this in mind and exercise care when you use company electronic media. Consistent with its respect for employee and participant privacy, Reach Dane does not take an interest in personal conduct outside of work – unless such conduct impairs the employee's work performance or affects the reputation or legitimate business interests of Reach Dane. (See also the *Conflicts of Interest* section of the Employee Handbook.)

By signing this Employee Confidentiality Statement, I understand the policy of maintaining the privacy of employee and participant information. Furthermore, I understand that breach of this policy will result in disciplinary action outlined in the Employee Handbook and /or Bargaining Unit Agreement.

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Employee Signature/Date

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Print Employee Name