

EUT POLICY ON CONFIDENTIALITY

Confidentiality agreements are intended to ensure that information designated confidential is not improperly released to unauthorized persons. Confidentiality agreements inform an employee of his or her responsibilities with respect to the confidentiality of information and the potential consequences of the improper release of information

Although maintaining the confidentiality of information remains an important responsibility of each State employee, the guiding principles with respect to public access to public records articulated in Title 1, Chapter 13 should always be considered in the conduct of State business.

1.1.3.a In the event that an employee is unsure as to whether information should be released, supervisory and or legal guidance should be obtained prior to the release of the information request.

1.1.3.b Prior to starting work, every employee of the State of Maine, regardless of employee status, is required to read, agree to, and sign a confidentiality agreement.

- In the event an agency does not have a confidentiality agreement, the attached sample provided by the Bureau of Human Resources may be utilized.
- This agreement will be included in the employee's personnel file.

1.1.3.c Individual agencies may have additional confidentiality agreements that are specific to the work location or other appropriate mission.

1.1.3.d In the event that an employee changes work location, whether on a temporary or permanent basis, an HR representative must ensure that an appropriate agency confidentiality agreement is agreed to and signed by the employee.

Reference: State of Maine DAFS-Human Resource Memorandum 8-06 10/30/06

ATTACHMENT 5

CONFIDENTIALITY

OPTIONAL AGENCY STATEMENT TO BE COMPLETED BY ALL NEW EMPLOYEES

(TO BE INCLUDED IN EMPLOYEE PERSONNEL FILE)

This is to acknowledge that a representative of my agency has explained to me the need for safeguarding and keeping confidential certain information to which, I may have access in the course of my employment with the State of Maine. I further understand that information that may be legally deemed confidential varies considerably from agency to agency and an individual office, division, bureau, or agency may require that I acknowledge and adhere to additional individual policy statements on confidentiality.

While maintaining the confidentiality of certain information remains a critically important responsibility of each state employee, the principles articulated in Maine's "Freedom of Access" laws with respect to public access to public records should always be considered in the conduct of State business [1 MRSA, Chapter 13]. Therefore, **I understand that if I have any questions or concerns as to whether I am authorized to access, inspect, copy, or release information, it is my responsibility to seek advice and approval from my supervisor prior to such access, inspection, copying, or release of the information.** I understand that failure to adhere to the confidentiality provisions of state law, rule or policy may result in disciplinary action up to and including discharge. I also understand that the unauthorized disclosure of confidential information may also result in civil or criminal penalties established in law.

Employee Name (Print) Date

Employee Signature Date

Supervisor/Designee Date