**WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES (DES)**

### **CONFIDENTIALITY STATEMENT**

**FOR**

**CONTRACTORS**

As a contractor with Department of Enterprise Services (DES), you may be given access to records or information that is deemed private and confidential by statute.

You may not make any unauthorized disclosure of private or confidential information about employers, clients/claimants, employees or applicants to any person or entity. Confidential information includes but is not limited to individual Social Security Numbers, ethnic codes, status as a member of a protected group, home addresses, personal telephone numbers, credit card numbers, banking information. The unauthorized disclosure or abuse of information deemed private and confidential may subject you to penalties and other applicable sanctions under state and federal law.

SIGNER'S ACKNOWLEDGEMENT:

I have read and understand the above Notice of Nondisclosure. I accept full responsibility for the proper use of the access I have been granted, and agree to use this access only in the performance of my assigned responsibilities. I understand that all data I will be given access to is considered confidential, and is not to be accessed or disclosed except in direct relation to my assigned responsibilities. I will not remove data from Department of Enterprise Services premises either by paper or electronic media, nor will I discuss confidential data except as required by my work assignment. Disposal of any documents containing confidential information will be in the appropriate recycling container for such data.

Additionally, I have read DES Policy <#>, *Information Technology Acceptable Use Guidelines*, located at <new website>, and agree to abide by this policy and procedures.

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Contractor’s Company Name

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Print Name

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Signature Date

(The original of this notice must be returned to the Department of Enterprise Services Contracts Office.)