

## Confidentiality Statement

**Information Resources maintained by the State of California Employment Development Department (EDD) and provided to your agency may be confidential or sensitive. Confidential and sensitive information are not open to the public and require special precautions to protect it from unauthorized use, disclosure, modification, and destruction. The EDD strictly enforces information security. If you violate these provisions, you may be subject to administrative, civil, and/or criminal action.**

**You agree to protect the following types of confidential and sensitive information:**

- Wage Information
- Employer Information
- Claimant Information
- Tax Payer Information
- Applicant Information
- Proprietary Information
- Operational Information (instructional manuals)

**You agree to protect EDD's Information Resources by:**

- Accessing or modifying EDD supplied information only as specified in the Contract.
- Never accessing information for curiosity or personal reasons.
- Never showing or discussing sensitive or confidential information to or with anyone who does not have the need to know.
- Placing sensitive or confidential information only in approved locations.
- Never removing sensitive or confidential information from your work site without authorization.

*You have a responsibility to know the classification of the information you are working with. Refer any questions about the classification of the EDD client information (public, sensitive, confidential) to the Contractor's staff person responsible for security and confidentiality of the EDD data.*

**Unauthorized access, use, modification, or disclosure of confidential information is a crime under state and federal laws, including but not limited to §1798.20 et. seq. of the California Civil Code; § 502 of the California Penal Code; and § 2111 of the California Unemployment Insurance Code. The penalties for unauthorized access, use, modification, or disclosure may include any or all of the following:**

- Civil action—*fines and/or dismissal*
- Administrative—*loss of employment, salary reduction or demotion*
- Criminal—*fines and/or incarceration*

You are reminded that these guidelines are designed to protect everyone's right to privacy, including your own.

***"I certify that I have read the confidentiality statement printed above. I further certify and understand that unauthorized access, use, modification, or disclosure of confidential information may be punishable as a crime and/or result in disciplinary and/or civil action taken against me."***

\_\_\_\_\_  
Print Full Name (last, first, MI)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Organization Name

\_\_\_\_\_  
Date Signed

Check the appropriate box:

- Employee       Student  
 Subcontractor       Volunteer  
 Other \_\_\_\_\_

\_\_\_\_\_  
Explain

\_\_\_\_\_  
Print Employer/Contractor Name

**Indemnity Agreement**

In consideration of access to EDD information which is personal, sensitive, or confidential,

\_\_\_\_\_  
(Name of Organization and/or person)

agrees to indemnify EDD against any and all liability costs, damages, attorney fees, and other expenses EDD may incur by reason of or as a result of any unauthorized use of the personal, sensitive, or confidential information or any violation of the "Confidentiality Statement" by: \_\_\_\_\_

\_\_\_\_\_  
(Enter name of organizations' staff person authorized to access EDD's information)

This obligation shall be continuous and may not be changed or modified unless agreed to in writing. In addition, I understand that the following penalties may be incurred for any such misuse of EDD data:

1. Any individual who has access to returns, reports, or documents maintained by EDD who fails to protect the confidential information from being published or open to the public may be punished by imprisonment in the county jail for up to one year or a fine of \$20,000.00 or both. (Unemployment Insurance Code 2111).
2. Any person who intentionally discloses information, not otherwise public, which they knew or should have known was obtained from personal information maintained by a state agency, shall be subject to civil action for invasion of privacy by the individual to whom the information pertains. (Civil Code 1798.53).
3. Any authorized access to EDD computer data, computer systems, or unauthorized use of EDD data is punishable by a fine or imprisonment in the county jail or both. (Penal Code 502).

**I certify that I have read and understand the Indemnity Agreement printed above.**

\_\_\_\_\_  
Print Full Name (last, first, MI)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position and Title

\_\_\_\_\_  
Employer (Contractor)

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date Signed

(Check the appropriate box):

- Employee     Subcontractor     Student     Volunteer     Other

\_\_\_\_\_  
(Explain)