

## **West Virginia Executive Branch Privacy Policy: Accountability**

### **Tip 4: Understanding Your Confidentiality Agreement**

Your Department is required to have all workers and vendors sign confidentiality agreements every year. Take a few moments today to think about what this agreement means for you.

- ✓ The confidentiality agreement is your promise that you will protect all the PII and other information entrusted to you by your Department.
- ✓ The agreement is your promise that you will use and disclose the PII and other Department information only as needed to perform your job functions.
- ✓ The agreement is legally-binding, just like other contracts you have signed. This means that the Department can use the courts to enforce the agreement, should you violate it.
- ✓ The agreement protects you too, by ensuring that your own PII is handled properly by others in the Department. For example, everyone that handles your payroll information is bound by these terms as well.
- ✓ Making every worker sign a confidentiality agreement is a reflection of the Department's commitment to protect the privacy of its workers, vendors and citizens. Keeping the promises you made when you signed the agreement is how you do your part!

If you have any questions about your confidentiality agreement, or if you need another copy for your files, please contact your privacy officer or human resources manager.