

# Northern California Indian Development Council, Inc.

## LIHEAP Program Employee Confidentiality Agreement

The Northern California Indian Development Council's (NCIDC) Personnel Policies state: "Employees shall not discuss or relate any confidential or sensitive information to any person not entitled to such information."

Employees working directly with clients and or client data are responsible for safeguarding client information. As such, your department, which has access to confidential or sensitive files, is required to follow specific procedures that insure privacy protections. File cabinets will be locked at the end of the day. Offices that contain confidential files will be secured, in your absence, during office hours. After hours the electronic security system will be activated. Keys to sensitive areas are your responsibility and will be safeguarded. Computer security requires equal vigilance. Closing confidential files while other clients are in your office is required. You are also required to safe guard computer passwords both at your workstation and on the LIHEAP server. As stated in the NCIDC's Personnel Polices you will not discuss client private information with anyone who is not entitled to such information.

By signing this document, I agree to follow NCIDC's confidentiality policy.

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Name

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Date

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Job Title