WORK FIRST

AGREEMENT TO SAFEGUARD CONFIDENTIAL DATA

I, _____, acknowledge that I have access to the National Directory of New Hires – which includes new hire, quarterly wage and unemployment insurance data. It is confidential data maintained by the Federal Office of Child Support Enforcement.

I agree that I will obtain, use or disclose such data only in connection with the performance of my official duties solely for the authorized purposes, including:

- Administration of the Social Security program (42 USC s, 653(j)(4);
- Research purposes (42 USC s, 653(j)(5);
- Administration of IV-A program responsibilities (42 USC s, 653(j) (3).

I understand that failure to safeguard confidential data may result in the imposition of penalties, including fines up to $5000, costs of prosecution, dismissal from office, discharge form employment, and imprisonment. (42 USC s.653 (1); 26 USC ss.7213, 7213A, 7431, 5 USC s.522a (i).

If I observe any conditions, which could cause said information to be compromised in any way, I understand that it is my responsibility to take action to safeguard this data and report the incident to my manager.

I agree that my obligation to safeguard the confidentiality of NDNH data shall survive the termination of my employment with the department of social services.

Acknowledged and Witnessed:

_____ _____

(Employee Signature) (E-mail) (Date)

_____

(Supervisor Signature) (E-mail) (Date)

This form must be completed annually for staff that access and/or view NDNH data; this includes all electronic and paper files.

Maintain a copy of this agreement at the local department of social services. Send a copy of the signed agreement for the NDNH Control person to dss.data.management@dhhs.nc.gov or fax to NCDSS Data Management at 919-334-1052.