



# HUMBOLDT WDB

## WORKFORCE DEVELOPMENT BOARD

### Personally Identifiable Information Acknowledgment

I have reviewed and acknowledge understanding of the Humboldt County - Workforce Development Board (HC-WDB) "Securing Personally Identifiable Information" Policy and agree that all necessary steps will be taken to ensure the privacy and confidential nature of all personally identifiable information (PII) to protect the PII from unauthorized disclosure.

I further agree that all personally identifiable information will be stored in an area that is physically safe from access by unauthorized persons, and will be managed with appropriate information technology (IT) services at all times.

Service Provider further agrees to provide PII policy and procedures for its employees and other personnel, before granting access to PII and require that its employees and other personnel acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.

All collection and use of any information, systems or records that contain personally identifiable information (PII) will be limited to purpose that support the programs and activities conducted with Workforce Innovation and Opportunity Act (WIOA) funding through the One Stop system in the Humboldt.

Access to software systems and files under my control containing PII will be limited to use in my responsibilities as an authorized staff person within the system. This includes the safe-guarding of computer passwords and access to any/all computer information systems. I will not share my CalJOBS ID with, or allow anyone to use my CalJOBS access.

I agree to abide by regulations that govern the access, use and disposal of PII in accordance with WIOA and the HC-WDB.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date