



North Central Workforce Development Board

Policy on the Handling and Protection of Personally Identifiable Information (PII)

Confidentiality Agreement

In an effort to ensure that Workforce Development Board staff have read, reviewed and understand the Workforce Solutions Policy on the Handling and Protection of Personally Identifiable Information (PII) employees are required to sign and return this form to Workforce Solutions. The form shall be sent via email or postal mail to the following:

Pam Streich, Executive Director at pstreich@ncwdb.org and Amber Biondi, Executive Administrative Assistance at abiondi@ncwdb.org.

Workforce Solutions for North Central PA /North Central Workforce Development Board
425 Old Kersey Road
Kersey, PA 15846

By signing this form I acknowledge that I have **received, read, understand and will follow** ETA's TEG 39-11 and Workforce Solutions policy on the handling and protection of Personally Identifiable Information (PII) to mitigate the risks associated with the collections, storage and dissemination of sensitive data. Please retain a copy of this document for your personnel file.

Name – Printed – name must be legible

Title

Signature

Date

Employer – please specify

Please also provide the following information:

Email Platform used by your employer: _____

Encryption software/method utilized: _____

Auxiliary aids and services are available upon request to individuals with disabilities.

Workforce Solutions is an Equal Opportunity Employer/Program

For more information on the Stevens Amendment and Funding, visit <https://www.workforcesolutionspa.com/categories/resources/pages/stevens-amendment>