



PROCEDURE TRANSMITTAL

SUBJECT:	IT Confidentiality of Records	Procedural/Guidance No.: IS PY 2015/16-0009
APPLIES TO:	South Florida Workforce Investment Board, dba CareerSource South Florida (CSSF) Managerial, Contractors and Sub-Contractors' Staff	Effective Date: Immediately
		Revised Date:
		Expiration Date: Indefinite
REFERENCE:		

A. PURPOSE


This procedure defines the purpose and applicability of the CSSF Confidentiality of Records.

B. POLICY

It is the policy of CSSF to ensure protection of CSSF's information technology resources and promote accountability for its misuse.

The Contractor and Subcontractors, in the course of receiving and utilizing confidential workforce program information for the purpose of performing Contractor's duties, shall ensure that all staff, subcontractors, and any subsequent subcontractors and their employees complete a certification and acknowledgement form titled, **Individual Non-Disclosure and Confidentiality Certification Form**.

The completed form shall be retained and maintained in each employee's personnel file. A copy should be forwarded to the CSSF IT Helpdesk when requesting access to any of the State and/or Local Systems.

Approved By: 	Date: 6/18/16	Issued by: Elizabeth Santis
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