



State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

OFFICE OF THE ADJUTANT GENERAL

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Wisconsin Department of Military Affairs Employee Confidentiality and Non-Disclosure Acknowledgement

As an employee of the State of Wisconsin, Department of Military Affairs (DMA), I have a legal and ethical responsibility to protect the confidentiality and security of all protected data and information to which I have access in carrying out my job duties. Confidential information may include, but is not limited to: financial, personal identifiable information (PII), protected health information, intellectual property, financially non-public, and contractual information. It may be from any source or in any form (oral, written, or electronic). This information may be protected by state and federal laws and by policies of DMA. The intent of these laws and policies is to ensure that such information remains protected and confidential, and that any use of confidential information is necessary to accomplish the organization's mission.

I will conduct myself in strict conformance to all applicable laws and DMA policies governing confidential information. This means, among other things, that:

1. I will take all reasonable precautions to safeguard confidential information such as: using lockable file cabinets and/or desk drawers; securing data disks, tapes, or CDs; using a password protected screen saver; preventing it from being inappropriately disclosed to others (whether orally, in writing, electronically, or by fax); and making efforts to avoid conversations from being overheard.
2. I will not in any way access, use, divulge, copy, release, sell, loan, review, alter, or destroy any confidential information except as properly and clearly authorized within the scope of my job and all applicable DMA policies, procedures, and laws.
3. I will promptly report to my supervisor any conditions or activities that I reasonably believe may potentially compromise confidential information.
4. I will comply with DMA policy regarding computer systems and network access including the following:
 - a. Safeguarding and not disclosing user IDs and passwords to anyone unless there is a business need to do so and as authorized by the Security Officer.
 - b. Not requesting access to or using any other person's passwords or access codes.
 - c. Never leaving unattended a computer to which I have logged on without first either locking it or logging off the workstation.
 - d. Immediately changing my password and informing my Security Officer if I have reason to believe that the confidentiality of my password has been compromised.
5. When I leave my employment or association with DMA, I will not take any confidential information with me, and I will return all such information to DMA. Consistent with records retention policies, I will ensure that any DMA information I may have in my own possession (including notes, copies, or documents, as well as information on my personal computer) is either returned to DMA or destroyed in a manner that renders it unreadable and unusable by anyone.
6. At my Supervisor's direction, I will participate in training to fully understand all confidentiality and privacy requirements that apply to my job.

NOTE: To access information regarding privacy and security issues, please refer to TAG Policy Memorandums #18, #19, #20, & #21; DMA Practice and Procedure Bulletins No. 2.100, No. 2.105, & No. 2.110; and the DMA Work Rules.

By my signature below, I acknowledge that I have read and understand the terms and conditions of this Confidentiality and Non-Disclosure Acknowledgement, and I accept responsibility to safeguard the privacy and confidentiality of all data and information I manage or become privy to in the course of my employment. I will maintain a copy of this acknowledgement for my records. I also understand that a copy will be placed in my personnel file and that disciplinary action may result from violation of this acknowledgement.

Name

Date

Signature