



## Handling and Protection of Confidential Information

It is the responsibility of Rivers East Local Area Staff, Program Operator Staff, NCWorks Career Center Staff and partners providing services within the NCWorks Career Centers to maintain confidentiality when working with customers and their records/information.

The Local Area is committed to complying with the North Carolina General Statutes concerning confidentiality of records. A signed Client Information Release Form must be obtained prior to all inquires and release of information. It will be the responsibility of the Local Area Staff, the WIOA Program Operator Staff, NCWorks Career Center staff and/or Partner Staff to secure this documentation prior to accessing the database of other partner agencies.

Each employee/contractor also has the responsibility to comply with the applicable statutes governing client data. All information that is related to disabilities and/or medical conditions of registrants/applicants, participants, employees and applicants for employment must be maintained in locked file cabinets to assist in maintaining confidentiality. Pre-employment/employment inquiries must be limited to those permitted by and in accordance with WIOA, Americans with Disabilities Act and implementing regulations.

### Staff Compliance Statement

I, \_\_\_\_\_, understand fully that I am responsible for compliance with the responsibilities listed above and with CH. 96-4(x): Division of Workforce Solutions, Confidentiality of Information Contained in Records and Reports. I also fully understand that a signed client release of information form must be obtained and maintained on file prior to any inquiries involving the database of partner agencies. I also understand that any disclosure or improper use of information or violation of confidence can make me subject to fines and/or imprisonment.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Affiliated Agency

[https://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_96/GS\\_96-4.pdf](https://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_96/GS_96-4.pdf)