

# ATTACHMENT 1

## Confidential User Attestation Form

I understand that in the course of my employment with the Missouri Division of Workforce Development and any subcontractor thereof, I will receive or become aware of information that is sensitive or confidential. This information may be written, electronic, or verbal and come from a variety of sources. I understand that I am not to access sensitive or confidential information unless it is necessary in order for me to complete my job responsibilities. I further understand that the Missouri Division of Workforce Development policy on Confidentiality and Information Security applies to information I may inadvertently hear or see that does not directly involve me in an official capacity. I acknowledge that I must protect all sensitive or confidential information.

I understand that in the performance of my duties I may be requested to provide sensitive or confidential information to others. I agree to hold in confidence and to not disclose any sensitive or confidential information to any person, including employees of state, federal or local governments, except to those who have an official business reason for the information. Should I have questions regarding the proper handling and disclosure of confidential or sensitive information, I will immediately notify my supervisor for further clarification and direction prior to releasing the information.

If I willfully and knowingly disclose such information in any manner to any person or agency not entitled to receive information, I understand that I may be subject to adverse action, including corrective or disciplinary action, or possibly, civil or criminal personal liability.

I acknowledge that I have received the mandatory training, passed the exam, and have read, understand, and will adhere to the Division of Workforce Development's Confidentiality and Information Security Plan and the above requirements.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date Signed \_\_\_\_\_