

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department on Disability Services



DDS CONFIDENTIALITY STATEMENT

As an employee, intern, volunteer or contractor assigned to the Department on Disability Services (DDS) you are allowed access to the records of clients, or operational business information (specific to the agency and/or its affiliated third parties). Information specific to clients or subjects from any source and in any form, including, but not limited to, paper records, oral communication, audio recording, electronic display, and research data files is strictly confidential. Access to confidential clients/subjects information is permitted only on a need to know basis and limited to the minimum amount of confidential information necessary to accomplish the intended purpose of the use, disclosure or request.

It is the policy of the DDS that all employees, interns, volunteers, and contractors respect and preserve privacy and confidentiality of clients/subjects information. Violations of this policy include, but are not limited to:

- **accessing confidential information that is not within the scope of your assignment;**
- **misusing, disclosing without proper authorization, or altering confidential information;**
- **disclosing to another person your logon and password for accessing electronic confidential information or for physical access to restricted areas;**
- **using another person's login and password for accessing electronic confidential information or for physical access to restricted areas;**
- **intentional or negligent mishandling or destruction of confidential information;**
- **leaving a private information unattended while signed on;**
- **attempting to access a confidential information or restricted areas without proper authorization or for purposes other than official business;**
- **failing to take proper precautions for preventing unintentional disclosure of confidential information; or**
- **discussing confidential information with individuals, classmates, or employees for purposes other than official business.**

Violation of this policy by employees, interns, volunteers, and/or contractors may constitute grounds for disciplinary action up to and including termination of employment in accordance with the District of Columbia Personnel Manual. Unauthorized release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties.

I have read and understand the terms of the above statement and will read and comply with all DDS policies and standards relative to confidentiality and information security.

Circle the appropriate: Employee Intern Volunteer Contractor

Printed/Typed Name

Signature

Date