

Confidentiality and Non-Disclosure Acknowledgement Forms and FAQs

The purpose for the Confidentiality Acknowledgement is to assure that each Department of Health Services (DHS) employee who may come in contact with confidential information is educated about privacy and security protection and acknowledges his or her responsibilities of safeguarding confidential information. Signing this acknowledgement on an annual basis will serve as a reminder of our responsibilities in safeguarding DHS confidential data.

Who has to sign the Confidentiality Acknowledgement Form?

DHS employees (including permanent, LTE, project, etc.), contractors, volunteers, and certain visitors, as well as others who may have access to confidential information must sign the Confidentiality Acknowledgement form. The purpose of signing this acknowledgement is to remind individuals of their responsibility to protect confidential information.

What if an employee has signed a different Confidentiality Agreement? Do they also need to sign the DHS Confidentiality Acknowledgement Form?

Yes, as we want DHS employees to receive the same and consistent message in safeguarding confidentiality information. Divisions have the option of supplementing the DHS Confidentiality Acknowledgement form with additional, specific requirements for their work areas.

How often will this be signed?

This acknowledgement will be signed at the time of hire as a condition of employment and annually after that as required by the DHS Administrative Directive 79. Managers and/or Supervisors are to ensure that DHS employees sign the Confidentiality Acknowledgement Form. A copy of the signed agreement should be given to the employee and the original filed in the employee's personnel record that the manager or supervisor maintains.

Does the Confidentiality Acknowledgment Form need to be signed if a Business Associate Agreement (BAA) has been signed?

Any individual serving as a business associate of DHS who will be on-site and will access confidential information should sign the Confidentiality Agreement.

