



National Directory of New Hires Confidentiality Statement

I acknowledge receipt of training/information regarding security procedures specific to accessing, viewing, securely storing, and using confidential information received from the National Directory of New Hires (NDNH).

I understand the following:

1. Title IV-D of the Social Security Act, Sections 453 and 463 and The Privacy Act of 1974 impose restrictions on the use and disclosure of information received from the National Directory of New Hires (NDNH). Use is restricted to authorized users for an authorized purpose.
2. DHS prohibits printing, transmitting (email, fax, and mail) and storing of NDNH information.
3. Criminal and/or civil penalties may be pursued against those who do not follow the confidentiality laws even after employment ends. Specific penalties are:

Willful unauthorized access to, disclosure of, and/or use of NDNH information is punishable by an administrative penalty (up to and including dismissal from employment), and a fine of \$1,000 for each act.

By signing below, I certify that:

I acknowledge and understand that violation of these requirements of confidentiality for FTI and NDNH information could result in disciplinary action, including termination of employment. I am aware of the incident response policy and procedures I am required to follow for any incident involving potential loss, breach, misuse or unauthorized access of FTI and information from the NDNH. I understand my responsibility to protect and safeguard FTI and NDNH information from unauthorized access, use, and disclosure.

Print Name

Date

Signature

Office

Supervisor or Designated Trainer Signature

Date