



## Confidentiality of Information Acknowledgment

In performing their duties, many employees have access to confidential personal or financial information concerning other city employees or entities that do business with the city. It is important that employees with access to confidential information understand their duty to maintain the confidentiality of that information.

All employees must read and sign this form. This form will be filed in the employee's personnel file maintained in the Department of Human Resources & Risk Management.

1. I, \_\_\_\_\_, am an employee of the Department of \_\_\_\_\_. I understand that, in performing my duties, I may have access to confidential information about other city employees or entities that do business with the city. I agree that I will not discuss, disclose, or cause disclosure of any such confidential information to anyone who does not have a business need and a legal right to know the information.
2. I will handle and store confidential information in accordance with city and department policy.
3. I acknowledge that I could suffer disciplinary action, including discharge from city employment, and, in certain circumstances, face criminal penalties for revealing confidential information to someone who does not have both a business need and a legal right to know the information, or for misusing confidential information. If I do not know whether a person requesting confidential information is entitled to receive the information, I will consult my supervisor.

Examples of confidential information covered by this acknowledgement include:

Personnel information covered by 17 PR 010.

Information such as social security numbers, birth dates, home addresses/phone numbers, leave balances, personnel actions, investigations, grievances, applications, appeals, or any other personnel matter, and other city business that is confidential under city, state or federal law.

All information that is confidential by law, including but not limited to tax matters and beneficiary programs.

Information that by its nature must be secured to prevent harm to the city or its business partners, including but not limited to credit card information and vendor tax information.

***Certification Statement:*** *By signing below I acknowledge that I have read and understand the information provided on page one and two.*

\_\_\_\_\_  
**Employee Printed Name**

\_\_\_\_\_  
**Employee Signature**

**Date:** \_\_\_\_\_

**Return form to:** City and Borough of Juneau  
Human Resources & Risk Management Department  
155 S. Seward St.  
Juneau, AK 99801

**Reference Information:**

**17 PR 010**

(a) Personnel records are confidential and are not open to public inspection except as provided in this section.

(b) All requests for release of personnel records shall be submitted to the Human Resource Director. The director or the director's designee shall review the requests and approve the release of information as authorized in this section. Personnel records authorized for release shall be available for inspection subject to reasonable restrictions on the time and manner of inspection.

(c) The following information is available for public inspection:

- (1) The names and classification titles of all employees,
- (2) The position held by an employee,
- (3) Prior CBJ positions held by an employee,
- (4) Whether an employee is in the classified or partially exempt service,
- (5) The dates of appointment and separation of an employee,
- (6) The wages paid to an employee, and
- (7) Applications for positions in the partially exempt service except for address, social security, number, date of birth, personal telephone numbers, and Equal Employment Opportunity information.

(d) Personnel records not open to public inspection are released only under the following conditions.

- (1) An employee or former employee may examine the his or her own personnel records, with the exception of selection information deemed confidential under these Rules, and may give written authorization to others to examine these records; and
- (2) CBJ employees with a direct supervisory relationship with the employee may examine the employee's personnel records. Access to personnel records may be granted only for purposes related to the CBJ's Human Resource system.

(e) In the absence of written authorization from the employee or former employee:

- (1) Personnel records are released only to federal, state or CBJ officials authorized by law to review the records; or
- (2) Personnel records may be released upon receipt of an order of a court of competent jurisdiction.