HR MEMORANDUM 8-06

ATTACHMENT 5

**CONFIDENTIALITY**

**OPTIONAL AGENCY STATEMENT TO BE COMPLETED BY ALL NEW EMPLOYEES**

**(TO BE INCLUDED IN EMPLOYEE PERSONNEL FILE)**

This is to acknowledge that a representative of my agency has explained to me the need for safeguarding and keeping confidential certain information to which I may have access in the course of my employment with the State of Maine. I further understand that information that may be legally deemed confidential varies considerably from agency to agency and individual office, division, bureau, or agency may require that I acknowledge and adhere to additional individual policy statements on confidentiality.

While maintaining the confidentiality of certain information remains a critically important responsibility of each state employee, the principles articulated in Maine’s “Freedom of Access” laws with respect to public access to public records should always be considered in the conduct of State business [1 MRSA, Chapter 13]. Therefore, **I understand that if I have any questions or concerns as to whether I am authorized to access, inspect, copy, or release information, it is my responsibility to seek advice and approval from my supervisor prior to such access, inspection, copying, or release of the information.** I understand that failure to adhere to the confidentiality provisions of state law, rule, or policy may result in disciplinary action up to and including discharge. I also understand that the unauthorized disclosure of confidential information may also result in civil or criminal penalties established in law.

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Employee Name (Print)

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Employee Signature Date

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Supervisor/Designee Signature Date