

## LWA 14

### PERSONAL IDENTIFIABLE & SENSITIVE INFORMATION (PII/PSI)

#### LOCAL POLICY

Local Workforce Area 14 understands the importance of protecting and securing personal identifiable and sensitive information. In an effort to safeguard both employee and participant information the following policy shall apply:

##### Participant Data

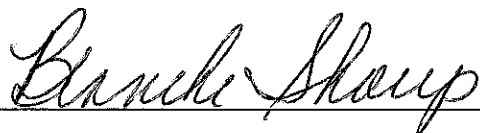
Participant information shall be stored in a secure location, any electronic transmittal of personal information shall have identifiable information or sensitive information redacted or transmitted in a password protected document or encrypted. Employees will receive training on procedures for handling sensitive and identifiable personal information and will be required to sign a confidentiality agreement as a condition of employment which will be placed in their personnel file. Employees who improperly disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action.

This process is shared with participants through the Consent and Authorization Form. Each participant is required to verify they have been informed about this process by signing the form.

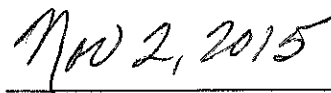
##### Employee Data

Western Illinois Works will take reasonable technical and organizational precautions to prevent the loss, misuse or alteration of personal information and intellectual property. WIW will store all the personal information provided in a secure location. WIW may disclose personal information or intellectual property to the extent that it is required by law, or with the individuals written, signed consent.

This process is shared with employees through the Western Illinois Works, Inc. Employee Handbook.



Blanche Shoup, Director



Date