



# PREA DATABASE ACCESS CONFIDENTIALITY AGREEMENT

Prison Rape Elimination Act (PREA) Compliance Managers/Specialists and Shift Commanders have a unique and important role in the management of information regarding employees, contractors, volunteers, and individuals under the Department’s jurisdiction. Department employees have access to sensitive and confidential systems, data, and personal information. It is vital that the people we interact with know this personal information is safe and maintained as confidential.

PREA Compliance Managers/Specialists and Shift Commanders are expected to maintain integrity with regard to sensitive and confidential information/data and hold in strict confidence all written/verbal confidential information and:

- Accept full responsibility for the proper use of access granted to the Offender Management Network Information (OMNI) PREA database, and agree not to divulge, publish, use for personal gain, or otherwise make known to any unauthorized person or the public any information obtained.
- Not process and/or input any actions pertaining to myself or any immediate family member(s) as defined by RCW 42.17A.005(27).
- Understand the responsibility for knowing and following Department confidentiality policies and agree to abide by them.
- Except as required by official duties, will not remove data or information from the Department premises by any means, including paper or electronic media, nor discuss confidential information/data.
- Understand the disposal of any documents containing data or information from any PREA system must be in an appropriate recycling/shredding container provided for such documents.
- Maintain confidential documents in the workplace in a secure manner, ensuring that all such information is accessible only to those with a legitimate need to know and secure all confidential documents in a secure manner (e.g., locked cabinet) at the end of each work day.

I acknowledge and agree to uphold these standards and understand that unauthorized use of sensitive and confidential systems and data and/or release of confidential information will subject me to disciplinary action and/or civil liability under provisions of state law.

\_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.