

STATE OF NEW JERSEY • DEPARTMENT OF COMMUNITY AFFAIRS

SUBJECT: Confidentiality Policy

NUMBER: 2.10.62

EFFECTIVE: February 2014
REVISED:

SANDY CDBG-DR

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APPROVAL:



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Assistant Commissioner**



**Howard McCoach
Director, Sandy Recovery Division**

PURPOSE:

This policy governs access to and treatment of confidential applicant information.

POLICY:

In administering CDBG-DR funded Superstorm Sandy recovery programs offered by the Department of Community Affairs (DCA), employees of the Department, partner agencies, contractors and other State Departments have access to confidential applicant information. This Confidentiality policy is created to assure that this information remains secure and is used in the appropriate manner.

All confidential documents including SIROMS (Sandy Integrated Recovery Operations and Management System) documents are to be secure from unauthorized access and inappropriate use. The information is never to be divulged for a non-business purpose. Failure to abide by this policy may result in an administrative action by the Department of Community Affairs and sanctions by the United States Department of Housing and Urban Development (HUD).

All individuals who are provided access to confidential applicant information are responsible for the protection of passwords information, equipment, case files and communication pathways. Specifically, employees, contractors and other users are responsible for adhering to the following procedures:

1. User ID's and user passwords are for individual use only and are to be maintained as confidential information.

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2. The file of record is not to be removed from the office without prior consent by the employee/contractor's supervisor.
3. Employees /contractors are to provide barriers between unauthorized persons and documents or computer media containing private data. Files are to be kept in file cabinets and computer screens are to be positioned so unauthorized individuals cannot read the screens.
4. Any files or documents that leave the office must be secured and send to a specific designee.
5. Inactive files are to be disposed of per the approved record retention and disposition schedule.
6. Employees/contractors are to notify their supervisor and the Supervisor of Field Operations immediately regarding any suspected violation or breach of security or confidentiality.
7. If any of the confidential information becomes the subject of an OPRA request, the individual should refer the request directly to DCA's Legal Counsel.

All client information is subject to the Federal Privacy Act of 1974 (5 U.S.C.552a). This act states:

"Personal information may be used only by authorized persons in the conduct of official business. Any individual responsible for unauthorized disclosure of personal information will be prosecuted to the maximum extent possible under law."

All staff and contractors with access to confidential applicant information must acknowledge that they have received, read and understand this policy.

I, _____ have read the Confidentiality Policy and agree to maintain all information as confidential and to use the information only to determine eligibility for all Sandy Recovery Divisions programs administered and overseen by the Department of Community Affairs.

Signature

Date

Department/Contractor