

Confidentiality Agreement

As a South Carolina state agency, _____ [Agency Name] _____ [Agency] is required to maintain certain information related to its employees. S.C. Code Ann. § 8-11-230(9) (1976, as amended) requires the State Human Resources Division [HRD] to establish and maintain a central personnel data system on all state employees covered by that article. HRD uses the South Carolina Enterprise Information System [SCEIS] to maintain this central system.

As an employee of the Agency with access in SCEIS to information about current or former employees of the Agency, I _____ [EMPLOYEE'S NAME] _____ understand and agree that I must keep this information confidential and must not disclose the information to persons within the Agency who have no job-related need to know the information or to persons outside the Agency without proper authorization from the Agency. I agree that I will not at any time during or after my employment with the Agency, directly or indirectly, orally or in any written form, disclose any of this confidential information unless such disclosure is required as a part of my job, pursuant to an appropriate audit, or by proper authorization from the Agency. I also agree that I will not remove any of this confidential information from SCEIS or the Agency without prior proper authorization from the Agency. I also agree that if I receive a subpoena, Freedom of Information Act request, or other request for disclosure of any of this confidential information, I will forward that request to the appropriate person designated by the Agency to respond to the request. And I understand that if I breach this Confidentiality Agreement, I am subject to disciplinary action by the Agency, including termination.

DATE

EMPLOYEE SIGNATURE

DATE

SIGNATURE OF AGENCY WITNESS