

Privacy Policy

The Privacy Policy provides guidance to protect employees and participants of activities funded through the local workforce development area from issues related to and handling of confidential information. The Privacy Policy pertains to how the person’s privacy will be protected and the [Confidentiality Policy](#) pertains to how the confidential and identifiable data will be handled. This policy applies to the NWPA Workforce Development Board, its staff, program services contractor and staff, grantees, sub-grantees, PA CareerLink® employees or other agencies that interact with participants of activities funded through the local workforce development area will ensure compliance with the following:

- 1) Shall comply with the [Privacy Act of 1974](#)
- 2) Shall keep all personal information, including Social Security numbers, confidential
- 3) Shall not share or provide confidential information to any unauthorized user
- 4) Shall protect the participant’s privacy in any way that these participants are contacted (i.e. individual versus focus groups, etc.)
- 5) Shall protect the participant’s privacy at all times in the presence of other individuals during intake, interview, etc.
- 6) Shall protect the participant’s privacy with all methods used to collect information
- 7) Shall access only the information necessary for providing the services to the individual
- 8) Shall only dispose of personal information via a process that at all times protects the privacy and confidentiality of the individual’s information in accordance with federal and state requirements, as well as in compliance with the [WDB Record Retention Policy](#).

REFERENCE

Privacy Act of 1974

HISTORY

Name	Date	Rev. Level	Description of change	Effective Date
Deb O’Neil	8/5/2015	A	New Policy	08/12/2015
Deb O’Neil	03/15/2017	B	Update language per WIOA	06/09/2017