



To: Indiana's Workforce Investment System
From: Indiana Department of Workforce Development (DWD)
Date: October 29, 2020
Subject: DWD Memorandum 2020-07
Confidentiality Provisions and Statement in New DWD Contract and Grant Templates

Purpose

To provide updates regarding the confidentiality provisions and Confidentiality Statement in new contract and grant templates from DWD.

Content

As part of this year's contract and grant template drafting process, DWD's Legal Division carefully reviewed the confidentiality provisions and requirements for data being utilized by DWD's grantees and regional partners. In doing so, the agreements were supplemented to clearly address various state and federal requirements relating to the use and security of confidential and protected data, including personally identifiable information. Additional language is included within the "Confidentiality of State Information" clause contained in many of the agreements, which relates to types of data being utilized with the contract or grant. These provisions serve to ensure appropriate handling and use of data containing confidential information.

DWD also added a Confidentiality Statement, which is attached to the contracts and grants as an exhibit. The Confidentiality Statement serves to inform any individual handling confidential and protected data related to a contract or grant (including, but not limited to, through Indiana Career Connect) of:

1. the requirements and confidentiality provisions associated with handling the data; and
2. responsibilities in handling the data.

DWD is requiring any individual handling data under contracts or grants which have applicable Confidentiality Statements to read and sign the Confidentiality Statement and return a copy to DWD prior to accessing or utilizing data associated with the grant or contract.

Action

Local areas must ensure the new Confidentiality Statement is completed in accordance with this memo and instructions contained within the grant or contract documents. Local areas must collect executed Confidentiality Statements and submit them to DWD's General Counsel at egreen@dwd.in.gov.

Additional Information

Questions regarding the content of this publication should be directed to DWD Policy: policy@dwd.in.gov.