**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

The purpose of this Confidentiality Acknowledgement is to ensure that employees of the South Carolina Department of Administration (Admin) understand and acknowledge their responsibilities for protecting and safeguarding Admin’s non-public information to which they have access and for preventing the unauthorized use and/or disclosure of such information.

1. Data Classification. The State’s Division of Information Security (DIS) has adopted a data classification system that categorizes state agency information into four levels: Public, Internal Use, Confidential and Restricted. Public information is information that is intended, or required, to be shared with the public. Internal Use information is non-sensitive information that is used in daily operations of the agency. Confidential information is sensitive information that is used or held by the agency; considerable loss or harm could occur as a result of unauthorized access, use or disclosure of this information. Restricted information is highly sensitive information that is used or held by the agency; statutory or regulatory penalties, notification provisions, or other mandates could result if the information is accessed, used, or disclosed in an unauthorized manner. Employee acknowledges that he/she understands these four categories of data classification and agrees to protect and safeguard all information according to the information’s respective standards. Employee also understands that the Data Classification Schema and Guidelines is available on Admin’s website and upon request from employee’s supervisor.

2. Obligations of Employee. Employee, during his or her employment with Admin, shall protect and maintain, in confidence, all of the agency’s Internal Use, Confidential, and Restricted information. Employee shall not disclose to others any Internal Use, Confidential, or Restricted information, unless such disclosure is required as part of employee’s assigned duties, the disclosure is made pursuant to an authorized audit, or Admin has given prior written approval. Upon the request of Admin, employee shall immediately return, or certify the destruction of (when applicable), all records, notes, data and materials (whether in electronic or hardcopy form) in his/her possession, which contain agency Internal Use, Confidential or Restricted information.

Employee agrees that if he/she receives a Freedom of Information Act request, court subpoena, or other request for the disclosure of Admin information, he/she will forward that request to the Admin’s Freedom of Information Act (FOIA) officer for response.

Employee acknowledges that the unauthorized use or disclosure of Admin Internal Use, Confidential or Restricted Information is a violation of agency policy and procedure and may be a violation of state and/or federal law.

Employee further acknowledges that if employee breaches this Confidentiality Acknowledgement, employee may be subject to disciplinary action by Admin, up to, and including, termination of employment.

3. Time Periods. Employee’s obligation of confidentiality with respect to Internal Use, Confidential and Restricted information, to which employee had access during his/her employment, shall continue after employee’s employment with Admin has ended. Employee's duty to hold Admin information in appropriate confidence shall remain in effect until the information no longer qualifies as Internal Use, Confidential or Restricted information, or until Admin sends employee written notice, releasing employee from this Acknowledgement, whichever occurs first. Upon employee’s separation from employment from Admin, employee shall immediately return, or certify the destruction of (when applicable), all records, notes, data and materials (whether in electronic or hardcopy form) in his/her possession, which contain agency Internal Use, Confidential or Restricted information.

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