



NorthStar

Community Services

In your employment with NorthStar Community Services your duties may require that you work with records containing nonpublic, private or confidential data/information or be given special access to work areas, computer files, or propriety material. This data, access, or ownership is protected by law, policy or agreement regarding disclosure both at work and outside the office. The following sections are intended to acquaint you with the nature of these restrictions and ensure your compliance with them.

DATA PRIVACY AND CONFIDENTIAL RESPONSIBILITIES

In the course of my employment for NCS I may be working with and acquire information about other persons which is nonpublic, private and/or confidential data. Under Minnesota law, data which is private may only be shared or disclosed as provided by law. I will refer all inquiries to my supervisor unless I have clear written authority to provide such information to anyone other than employees of NCS who need such information to administer programs.

Minnesota Statutes, Section 13.08 - 13.09 provide for employee disciplinary action and criminal penalties for unlawful disclosure or sharing nonpublic or private data. Disclosing data includes using information obtained in connection with my employment in any manner different from the scope of my specific duties.

I will not remove recipient/client medical provider data or personnel information from the premises except as necessary to administer a program with which I am working, and only with my supervisor's permission. I understand that data privacy information remains confidential even after I terminate employment.

PHYSICAL ACCESS

If I have possession of keys, cards, or any other security device used NCS, I am authorized to use the key, card, or other device only in the course of employment. I understand that any keys, cards, or other security devices issued to me are for my use only and that I may not allow anyone else to

use or duplicate them.

I will surrender any keys, cards, or other security devices issued to me immediately upon separation from employment from NCS.

A password required to access computer files is a security device.

I will protect and not share my passwords with anyone.

I will notify my supervisor when I lose any security device (including passwords) or have reason to believe that any security device or method has been improperly used or compromised.

COMPUTER CRIME

Minnesota Statutes, Section 609.87 - .89 define two types of computer crime. One is to intentionally and without authorization, physically damage or alter computer hardware, computer software, stored data or a computer network. A second type of computer theft is the unauthorized access to a computer or computer network, as well as unauthorized possession of computer hardware, software, or data from a computer. Penalties for both types of crime range up to ten years imprisonment and/or \$50,000 in fines.

STATEMENT OF UNDERSTANDING

I hereby acknowledge that I have read and understand the conditions stated above. I further understand that willful or negligent non-compliance of the conditions may make me subject to disciplinary action by my employer as well as prosecution under the provisions of Minnesota law.