

## PARTNER NON-DISCLOSURE AGREEMENT for COLORADO PARTNER CONNECT

I hereby acknowledge that, with regard to information from the Colorado Partner Connect system operated by the Colorado Department of Human Services and the Governor's Office of Information Technology, my organization may acquire or have access to confidential information or personally identifiable information associated with Colorado residents.

At all times my organization will maintain the confidentiality of all individually identifiable information. We will not use, inspect or "browse" information for any purpose not identified herein. We will not access, or attempt to access, our own information, or information relating to any individual or entity with which we have a personal or financial interest, for any reason not necessary to the performance of the work assigned to us. This includes, but is not limited to, information relating to family members, neighbors, relatives, friends, ex-spouses, their employers, and/or anyone not necessary for approved partner responsibilities.

At no time will we either directly or indirectly, disclose, or otherwise make the information available to any unauthorized person. Moreover, we will not use our access to this information for any of the following, including but not limited to, disclosing program participation information, forcing the collection of data for other means, and/or collecting monetary fees/donations for participation purposes or otherwise, unless explicitly approved by the Colorado Department of Human Services.

For the protection of participant rights and interests, we will not require participants to disclose information not related to the Colorado Partner Connect system's scope and purpose, including but not limited to the following example client information:

- Race/Ethnicity
- National Origin
- Sex
- Sexual Orientation
- Gender Identity
- Marital Status
- Religious Creed
- Physical/Mental Impairment
- Pregnancy
- Age
- Address
- Political Beliefs
- Social Security Information
- Public Benefits Information
- Internal Revenue Service Information
- Immigration Status

Pursuant to the following state laws, federal laws, and regulations that protect the confidentiality and security of client and system information, we agree to comply with all applicable laws and regulations to protect client and system information and keep it confidential and secure. Any and all future amendments will be complied with accordingly.

- Code of Colorado Regulations 9 CCR 2503-6 - Section 3.609.94
- Code of Colorado Regulations 10 CCR 2506-1
- Code of Colorado Regulations 9 CCR 2504-1 - Section 6.210
- Colorado Information Security Act (C.R.S. 24-37.5)
- Colorado Revised Statutes Title 26, Article 1, Section 26-1-114
- Governor's Office of Information Technology, System Applications Statement of Compliance (as revised)
- Social Security Act (Title 42 U.S.C)
- Privacy Act of 1974
- Federal Information Security Management Act of 2002 (FISMA)
- Internal Revenue Code Section 6103
- Health Insurance Portability and Accountability Act (45 CFR Part 160 and Part 164)
- 7 Code of Federal Regulations ("CFR") 272.1 (c)(1)(i-viii)
- 42 Code of Federal Regulations ("CFR") Part 2
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g and 34 CFR Part 99)

Civil and criminal penalties for misuse of information can be found in the aforementioned citations.

I hereby attest that I have the proper authority to sign this agreement on behalf of my organization. I further agree to make all relevant members of my organization aware of this agreement and its contents.

Executed:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Printed Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_