

Program Security and Confidentiality Attestation

I _____ attest that by affixing my signature at the bottom of this document that I have
(Name)

Completed the Program Security and Confidentiality Computer Based Training (CBT) and comprehend the legal and ethical responsibility I have to protect confidential data and information used in my role with child support. This responsibility includes a prohibition on unauthorized access, use, disclosure, modification, or destruction of confidential data and information.

Confidential information includes but is not limited to data received from federal sources such as the Social Security Administration, Internal Revenue Service, and Office of Child Support Enforcement. As formally defined in 45 CFR 303.21, confidential information means any information relating to a specified individual or an individual who can be identified by reference to one or more factors specific to him or her, including but not limited to the individual's Social Security number, residential and mailing address, employment information, and financial information.

The Social Security Administration requires that each employee, contractor, and agent with access to SSA-provided data certify by signature their comprehension with the criminal, civil, and administrative penalties for unlawful access or disclosure of SSA data. Civil suits could result in civil sanctions as a result of misuse of Social Security data. Administrative penalties include an oral or written warning, suspension or removal of system access, suspension from duty, termination of employment, or removal from a contract for contractor personnel. The Criminal sanctions for the misuse of Social Security-data are found in 5 USC 552a Records Maintained on Individuals and include criminal penalties found at 5 USC 552i (1)-(3) as identified below.

(1) Criminal Penalties.

Any officer or employee of an agency, who by virtue of his employment or official position, has possession of, or access to, agency records which contain individually identifiable information the disclosure of which is prohibited by this section or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(2) Any officer or employee of any agency who willfully maintains a system of records without meeting the notice requirements of subsection (e)(4) of this section shall be guilty of a misdemeanor and fined not more than \$5,000.
[Applies to Federal Agencies]

(3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

I understand that failure to comply with the above responsibility could result in criminal or civil prosecution, oral or written warning, suspension or removal of system access, suspension from duty, fines, termination of employment, or removal from a contract for contractor personnel.

Employee Name

Employee Signature

Date Signed

Supervisor Name

Supervisor Signature

Date Signed