

**DODGE COUNTY CONFIDENTIALITY STATEMENT**  
**Employee Pledge to Confidentiality**

I understand that Dodge County provides services to clients and/or employees that are private and confidential and that I play a significant role in respecting the privacy rights of clients associated with Dodge County. I understand that in order to provide related services to our clients/employees, it is necessary that I receive personal information and that the information may exist in a variety of forms such as electronic, oral, written or photographic and that this information is strictly confidential and protected by federal and state laws.

I agree to comply with all confidentiality-related policies and procedures enacted by Dodge County, federal and/or state laws. If I, at any time, during my entire employment knowingly or inadvertently breach the client confidentiality policies and procedures, rules and/or regulations, I agree to notify my supervisor immediately. I also agree to return any and all client confidential information in my possession.

I, as the individual accessing and preparing private or confidential data for summary purposes, understand that the Minnesota Data Practices Act (MS 13.08) provides for the protection of private and confidential data. Any violation of that law, including improper disclosure of the private or confidential data which I have access to may result in civil or criminal penalties. If I fail to abide by any policies, rules or regulations, I may be subject to disciplinary action which may include verbal, written warning, suspension or termination.

Penalties due to a violation of policy may include:

1. An agency or responsible authority which violates any provisions of MS 13.08 is liable to an individual who suffers any damage as a result of the violation, including civil damages sustained, costs, and reasonable attorneys' fees. If the violation is willful, the agency is also liable for exemplary damages of not less than \$100 nor more than \$10,000 for each violation. (MN Statute 13.08 (1)).
2. Any person who willfully violates the provisions of Section 13.08 or any lawful rules and regulations promulgated thereunder is guilty of a misdemeanor. (MN Statute 13.09).

This pledge does not constitute a contract, nor does this pledge imply an employment contract, nor does it insure continued employment.

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Date

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Name