

“EXHIBIT B”

CONFIDENTIALITY POLICY

Due to the requirements of employment with Cochise County, employees may, upon occasion, have access to data and files that contain information that is sensitive or confidential in nature.

This confidential or sensitive information is for official use only and may only be used in the official performance of duties as an employee of Cochise County.

Under no circumstances may an employee access, reveal, disclose, copy, retain, misuse or share such data or information with anyone inside or outside of Cochise County government for unofficial, unapproved purposes.

Employees may not use their access to confidential or sensitive information to search files and databases to locate, review, collect or gather information not directly related to their current work assignment. An employee’s responsibility to maintain confidentiality does not diminish even after they have left County employment.

Any public record(s) request an employee receives for data or files that do or may contain sensitive or confidential information shall be coordinated through the Cochise County Public Records request process.

This policy is not intended to apply to situations where an employee is, in good faith, exercising their rights.

AGREEMENT

I have read and understand this document. I understand that violations of this policy agreement may constitute a basis for serious disciplinary action, up to and including termination of my employment with Cochise County, and could, in addition, result in criminal prosecution.

Name (Printed): _____

Signed: _____

Date: _____