

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

0000000702

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Employment Development Department

CONTRACTOR NAME

Yolo County Sheriff's Office

2. The term of this Agreement is:

START DATE

July 1, 2026 or upon final approval, whichever is later

THROUGH END DATE

June 30, 2029

3. The maximum amount of this Agreement is:

\$2,374.02 (Two Thousand Three Hundred Seventy-Four Dollars and Two Cents)

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	3
Exhibit A-1	Specifications	4
Exhibit A-2	Authorization for Release of Records	2
+ - Exhibit A-3	SPOC Listing	1
+ - Exhibit B	Budget Details and Payment Provisions	2
+ - Exhibit C *	General Terms and Conditions	GTC 02/2025
+ - Exhibit D	EDD Special Terms and Conditions	1
+ - Exhibit E	Protection of Confidentiality	4
+ - Attachment E-1	Vendor/Contractor Confidentiality Statement	1
+ - Exhibit E-2	EDD Indemnity Agreement and Information Security Statement of Responsibility	1
+ - Exhibit E-3	Data Destruction Certification Form	1

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Yolo County Sheriff's Office

Approved as to Form:

CONTRACTOR BUSINESS ADDRESS

140 Tony Diaz Drive

By:


 Philip J. Pogledich, County Counsel

CITY

Woodland

STATE

CA

ZIP

95776

PRINTED NAME OF PERSON SIGNING

Sheila A. Allen

TITLE

Supervisor, Yolo County Board of Supervisors

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 0000000702	PURCHASING AUTHORITY NUMBER (If Applicable)
--------------------------------	---

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Employment Development Department

CONTRACTING AGENCY ADDRESS

1416 9th Street, MIC 62-C

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Kathleen Horan

TITLE

Chair, Contract Services Group

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

DGS Exemption Letter No. 54.7

EXHIBIT A
(Standard Agreement)

This Agreement is entered into by and between the Employment Development Department, hereinafter referred to as the EDD, and the Yolo County Sheriff's Office, hereinafter referred to as the EDD Data Recipient. It sets forth the terms and conditions for the release and use of the EDD's confidential information.

SCOPE OF WORK

I. Purpose

The EDD agrees to provide confidential information to the EDD Data Recipient. The EDD Data Recipient agrees to use the confidential information provided by the EDD solely for the purpose of law enforcement employment background investigations for sworn officers and non-sworn candidates.

II. Legal Authority

The EDD shall make this information available to the EDD Data Recipient pursuant to section §603.5(d), Title 20 of the Code of Federal Regulations (CFR) and the section §1798.24(b) of the California Civil Code (CIV)—valid consent authorization from the data subject.

The EDD Data Recipient agrees to submit a valid consent authorization—signed and dated by the individual who is the subject of the request—for each individual listed on the request form(s) submitted to the EDD pursuant to section §603.5, Title 20, CFR and the section §1798.24(b) of the CIV for the sole purpose of conducting background investigations for applicant of sworn and non-sworn law enforcement positions.

III. Term Dates

The term of the Agreement is July 1, 2026 through June 30, 2029.

EDD confidential data must be disposed of in compliance with Title 20, Code of Federal Regulations (CFR) §603.9(b)(1)(vi). Data may be held by EDD Data Recipient for a maximum of four years based upon receipt date. All EDD confidential data must be disposed of by the EDD Data Recipient by June 30, 2033. Only de-identified/aggregate data can be retained with prior permission from EDD.

EXHIBIT A
(Standard Agreement)

IV. Agreement Representatives

1. The EDD's contact persons are:

AGREEMENT NEGOTIATIONS, CONFIDENTIALITY, AND TECHNICAL ASSISTANCE

Michelle Xayavong or Designee
Employment Development Department
Cybersecurity Division, MIC 33
P.O. Box 826880
Sacramento, CA 94280-0001

Phone: 916-907-4657

E-mail: Michelle.Xayavong@edd.ca.gov

cc: EDDITBCSDDisclosureUnit@edd.ca.gov

FISCAL

Employment Development Department
Accounts Receivable Unit, MIC 70
P.O. Box 826217
Sacramento, CA 94230-6217

Phone: (916) 654-9440

2. The EDD Data Recipient contact persons are:

AGREEMENT NEGOTIATIONS, FISCAL, AND ADMINISTRATION MATTERS

Selena Hobbs, or designee
Yolo County Sheriff's Office
140 Tony Diaz Drive
Woodland, CA 95776

Phone: 530-406-5191

E-mail: Selena.Hobbs@yolocounty.org

DATA SECURITY, INTEGRITY, AND INTERNAL DISTRIBUTION OF THE EDD PRODUCTS

Sara Khaliki or Designee
Sheriff's Human Resources Technician
Yolo County Sheriff's Office
140 Tony Diaz Drive
Woodland, CA 95776

Phone: 530-668-5285

E-mail: Sara.Khaliki@yolocounty.org

EXHIBIT A
(Standard Agreement)

3. Either party may make changes to their contact persons' name or contact information, or both, listed above by giving written notice to the other party. Said changes shall not require an amendment to this Agreement.

EXHIBIT A-1
(Standard Agreement)

SPECIFICATIONS

I. METHODOLOGY: CALIFORNIA DEPARTMENT OF TECHNOLOGY SERVICES SECURE ELECTRONIC TRANSMITTAL SERVICE

1. The EDD Data Recipient submits a request for EDD confidential data under Customer Codes **E00653, E00691** following the EDD specifications through the end-to-end encrypted, Secure Electronic Transmittal service hosted by the California Department of Technology Services (CDT).
2. The EDD retrieves and processes the Social Security Numbers (SSNs) submitted by the EDD Data Recipient.
3. On matching records the EDD produces the data files authorized under this Agreement under the assigned customer code and submits the data files to the attention of the EDD Data Recipient through the secure electronic transmittal system.
4. The EDD Data Recipient retrieves the output data files from the secure electronic transmittal system within twenty (20) days of transfer.
5. On a quarterly basis the EDD invoices the EDD Data Recipient for all SSN transactions submitted and the cost of the secure electronic transmittal account.

II. RESPONSIBILITIES

1. The EDD agrees to:

- a. Set up a user account and password under the assigned customer code for the EDD Data Recipient to access the CDT secure electronic transmittal system.
- b. Provide training to the EDD Data Recipient to assist the EDD Data Recipient in the implementation of the secure electronic transmittal process.
- c. Provide user account administration to reset password, unlock user account, and/or modify user account. To request User Account support submit an email message to:

Michelle.Xayavong@edd.ca.gov
cc: EDDITBCSDDisclosureUnit@edd.ca.gov

- d. Retrieve the EDD Data Recipient input file from the secure electronic transmittal temporary file storage repository on a daily basis and run the input file against the EDD databases.
- e. Provide the EDD Data Recipient the following Read Ready Abstract data files for those individuals whose submitted SSN match the EDD records:
 - (1) Wage and Claim Abstract (DE 507)
 - (2) Archive Wage Abstract Report (Over 5 quarters old)
- f. Transfer the response data file to the EDD Data Recipient, through the secure electronic transmittal system under the output Data Set Name (DSN), using the numerical values of the assigned customer code(s) to replace the X characters:

Wages: em_abs_abs220_curwage_absXXXXX
Archived Wages Read Ready: em_abs_abs246_arcwage_absXXXXX

EXHIBIT A-1
(Standard Agreement)

- g. Retain the output data file for a period of twenty (20) calendar days in the secure electronic transmittal temporary file repository. On the twenty-first (21st) day, the data file is automatically deleted.
- h. Invoice the EDD Data Recipient on a quarterly basis for all SSN transactions submitted and secure electronic transmittal account cost.
- i. Monitor and assess status of the data to ensure that the terms, conditions, and disclosure constraints stipulated in this Agreement are followed. This compliance review is part of the EDD contract monitoring process.
- j. Provide the EDD Data Recipient an authorized consent form (EDD Authorization for Release of Records DE 5600) for use with requests.
- k. Request a random sample of signed consent forms from the EDD Data Recipient. The sample size will be approximately .25% of the files submitted, and the individual consent forms will be requested and reviewed by the EDD Cybersecurity Division.
- l. Complete an audit of consent forms for all individuals in the file if the sample does not pass at 100%, as detailed in Exhibit E Protection of Confidentiality which permits the EDD to make on-site inspections to ensure that the terms of this Agreement are being met.

2. The EDD Data Recipient agrees to:

- a. Establish a new password at first logon to the user account.
- b. Change the user account password on or before 90 days, after which the account will be locked. A limit of five attempts to enter the password is allowed after which the account will be locked. To request User Account support submit an email message to:

Michelle.Xayavong@edd.ca.gov
cc: EDDITBCSDDisclosureUnit@edd.ca.gov

- c. Prior to submitting any request for data, obtain a valid, signed consent from each individual whose information is being requested, as informed consent is required from each individual pursuant to Title 20, Code of Federal Regulations §603.5(d). This may be done by using either the EDD Authorization for Release of Records DE 5600 or an equivalent consent form. If the EDD Data Recipient chooses to use an equivalent consent form instead of the EDD Authorization for Release of Records DE 5600, the equivalent consent form will be considered valid only if it meets all of the following requirements:
 - 1. The consent is in writing;
 - 2. The form is fully completed, signed and dated by the data subject; and
 - 3. The consent is specific in that it:
 - a. Identifies the EDD as the entity to whom the authorization is directed and indicates that state government files will be accessed to obtain the identified information;
 - b. Identifies the information to be disclosed;
 - c. Specifies the time period for which the information is requested;
 - d. States the purpose(s) for which the information is sought and limits use of information to the stated purpose(s);
 - e. Specifies the service or benefit to the data subject resulting from the request;

EXHIBIT A-1
(Standard Agreement)

- f. Lists all parties authorized to receive the disclosed information.

The EDD Authorization for Release of Records DE 5600 or the equivalent consent form must be signed and dated by the individual, with all required fields fully completed and no missing information.

- d. Maintain all signed EDD Authorization for Release of Records DE 5600 or equivalent consent forms for the duration of the Agreement term dates and for 3 years after the Agreement end date, and shall provide a copy to the EDD upon request as documented in the EDD's Responsibilities section above. The EDD Authorization for Release of Records DE 5600, or its equivalent consent form, is separate and distinct from any other consent forms that may be required by government mandate or created by the EDD Data Recipient for its own purposes. The EDD Data Recipient remains solely responsible for ensuring compliance with all applicable consent requirements and obtaining any additional consents required under applicable laws, regulations, and policies.
- e. Submit only the SSNs of individuals who authorized the disclosure of specific information through a valid EDD Authorization for Release of Records DE 5600 or equivalent consent form as authorized under this Agreement.
- f. Request the file(s) authorized in this Agreement on an as needed basis during the period specified herein. The number of requests (SSNs) shall not exceed one million (1,000,000) SSNs on any daily cycle. Requests exceeding one million (1,000,000) SSNs will process the first one million (1,000,000) SSNs only. SSNs in excess of one million (1,000,000) will be discarded and the EDD Data Recipient will need to resubmit in a future cycle.
- g. Upload the request file into the secure electronic transmittal temporary file storage repository, on an as needed basis, under the input DSN. Use the numerical values of each assigned customer code to replace the X characters:
- em_abs_abs010_absreq_absXXXXX**
- h. Retrieve the response data file from the secure electronic transmittal temporary file storage repository within twenty (20) calendar days from submission. On the twenty-first (21st) day, the data file is automatically deleted.
- i. Delete the retrieved response data file from the secure electronic transmittal temporary file storage repository before submitting a new request.
- j. Adhere to the EDD security and confidentiality requirements as identified in Exhibit E, including, but not limited to, ensuring that all staff assigned to work with the information provided by the EDD understand the confidential nature of the information and have signed the EDD Vendor/Contractor Confidentiality Statement (Attachment E-1).
- k. Pursuant to 20 C.F.R., Part 603.10(c)(1), if the EDD Data Recipient fails to comply with any provision of this Agreement, including timely payment of the EDD's costs under this Agreement, this Agreement shall be suspended and no further disclosures will be made until the EDD is satisfied that corrective action has been taken and there will be no further breach. In the absence of prompt and satisfactory corrective action, this Agreement will be cancelled, and the EDD Data Recipient shall surrender to the EDD all confidential information obtained under this Agreement which has not been previously returned to the EDD, and any other information relevant to the Agreement.**

EXHIBIT A-1
(Standard Agreement)

3. Joint Responsibilities. Both parties agree to:

- a. Designate staff to have primary responsibility for program liaison, coordination of activities, and to meet, when necessary, to further redefine specific program procedures.
- b. Not disclose any of the EDD or the EDD Data Recipient information to any person or agency other than those authorize specifically under this Agreement.
- c. Cooperate fully and furnish such assistance as may be mutually agreed upon by the parties hereto as being necessary and appropriate for proper performance of this Agreement.

III. ACCURACY ASSESSMENT

Individual employers and claimants report the information in the EDD's files. Since the EDD is not the originator of the information disclosed, the EDD cannot guarantee the accuracy of the information.

EXHIBIT A-2
(Standard Agreement)

Authorization for Release of Records

1. Instructions: This form must be completely filled out and kept securely on file. The completed form must be provided to the EDD Cybersecurity Division (CSD) upon request. See the Instructions Sheet for additional information.

2. Individual / Data Subject Information:		
First Name:	Middle Initial:	Last Name:
3. EDD Unique Identification Number:		
SSN*:		
4. Specific Confidential Information and Period of Records to Be Released:		
<input type="checkbox"/> Wage History Report by Quarters: Last 5 quarters available <input type="checkbox"/> Archive Wage History Report by Quarters:		
Beginning date: _____ End Date: _____ MM/DD/YYYY MM/DD/YYYY		
5. To Be Released to the Following Requestor: Check only one below		
<input checked="" type="checkbox"/> Third Party <input type="checkbox"/> Legal Representative <input type="checkbox"/> Self		
6. Requestor / Representative Information:		
First Name: Sara	Middle Initial:	Last Name: Khaliki
Business Name: Yolo County Sheriff's Office		
Address: 140 Tony Diaz Drive	City/State: Woodland, CA	Zip Code: 95776
Legal Authority to Request Confidential Information**:		
<input type="checkbox"/> Unemployment Insurance Code (UIC): _____		
<input type="checkbox"/> Other (list specific law): _____		

7. I, _____ authorize the above referenced Requestor/Representative to use
Individual/Data Subject

the information provided by the Employment Development Department only for the following purpose(s) and expected benefit to the data subject: §603.5, Title 20 of the Code of Federal Regulations (CFR) and the section §1798.24(b) of the California Civil Code (CIV)

8. This authorization for release of confidential information shall remain in effect for 30 days from the date signed below or until _____ (no later than one year from the date signature). A copy of this authorization shall be as valid as the original. MM/DD/YYYY

Signature: _____
Individual/Data Subject Signature

Date: _____
MM/DD/YYYY

*Providing a social security number on this form is voluntary and if you provide a social security number, it will be used solely for the purpose of locating the requested records. If you choose not to provide a social security number, the Employment Development Department may be unable to locate any or all requested records due to the Employment Development Department's use of social security numbers for record identification and filing purposes. Privacy Act of 1974 Section 7(b) (Public Law 93-579).

Instructions Sheet for Completing Authorization for Release of Records

1. This form must be completely filled out and kept securely on file. The completed form must be provided to the EDD CSD upon request.
2. **Individual / Data Subject Information:** If you are requesting someone else's records, provide their information.
3. **EDD Unique Identification Number:** Provide Social Security Number (SSN)*.
4. **Specific Confidential Information and Period of Records to Be Released:** Check the specific type of records to be released and provide the beginning and end dates of records you are requesting.

When requesting Wage History Reports, please refer to the quarter chart below:

Quarter 1: January 1 – March 31
Quarter 2: April 1 – June 30
Quarter 3: July 1 – September 30
Quarter 4: October 1 – December 31

5. **To Be Released to the Following Requestor:** This has been defaulted to Third-Party per the contract.
6. **Requestor/Representative Information:** Provide information for entity who will receive the data. Provide legal authority for entity to request the confidential information.
7. Provide individual's/data subject's name and purposes for use of information provided by the EDD and expected benefit to individual signing the release that such individual expects to receive as a result of signing the release.
8. The authorization will remain in effect for 30 days from the date it was signed unless stated otherwise. The individual/data subject must sign and date the authorization.

EXHIBIT A-3
(Standard Agreement)

SPOC LISTING

SINGLE POINT(S) OF CONTACT

E-Code	SPOC NAME	ADDRESS	PHONE	EMAIL
E00653	Dale Cannon	140 Tony Diaz Drive, Woodland, CA 95776	(530) 902-9759	dale.cannon@yolocounty.org
E00691	Sara Khaliki	140 Tony Diaz Drive, Woodland, CA 95776	(530) 668-5285	sara.khaliki@yolocounty.org

EXHIBIT B
(Standard Agreement)

I. BUDGET DETAILS AND PAYMENT PROVISIONS

The maximum amount of this Agreement shall not exceed **Two Thousand Three Hundred Seventy-Four Dollars and Two Cents (\$2,374.02)**.

- a. In consideration of the performance and completion of the foregoing in a satisfactory manner, and upon receipt of a detailed invoice, in triplicate, quarterly in arrears, the EDD Data Recipient shall reimburse the EDD the total amount due, based on the following product rate structure:
 - \$36.00 per quarter (Q) SFT Account Fee
 - A \$1,500.00 Administrative Fee. The administrative costs for contracting include the costs for development, processing, and maintenance of Agreement. Your Agreement will be charged the administrative cost divided by the number of quarters of the actual term of the contract to total \$1,500. These costs are computed in accordance with Sections 9210 and 9211 of the State Administrative Manual; and
 - \$0.00121 per product charge
- b. The EDD Data Recipient shall be charged for the total number of products requested. Each SSN submitted may generate 1 to 23 products, depending on the types of Abstract System reports requested.
- c. The maximum amount of this Agreement has been computed based on an estimated 30 SSNs per quarter (**billing will be at value based on actual volume**), as follows:

EDD ABSTRACT	FORMULA	COST
Wage and Claim Abstract (DE 507)	1 product 30 x 0.00121 x 12Q	\$.44
Archive Wages (1 product per quarter of data)	22 products 30 x 0.00121 x 12Q x 22# max Archive Q	\$9.58
Administrative Fees		\$1,500.00
SFT Account Fee	2 E-Code(s) x \$36.00 x 12Q	\$864.00
Total for contract		\$2,374.02

- e. The EDD invoices will reference the EDD Agreement No. **0000000702**, and the EDD Customer Codes: **E00653, E00691**; and shall be submitted for payment to:

Finance
 Yolo County Sheriff's Office
 140 Tony Diaz Drive
 Woodland, CA 95776

EXHIBIT B
(Standard Agreement)

- f. The EDD Data Recipient payment must reference the EDD Invoice Number, the EDD Agreement No. **0000000702**, and the EDD Customer Codes: **E00653, E00691**; and be submitted to:

Employment Development Department
Accounting Section, MIC 70
P.O. Box 826217
Sacramento, CA 94230-6217

EXHIBIT D
(Standard Agreement)

EDD SPECIAL TERMS AND CONDITIONS

1. Force Majeure

Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of performance constitute default, if such delay or failure is caused by "Force Majeure." As used in this section, "Force Majeure" is defined as follows: Acts of war and riots, and acts of god such as earthquakes, floods, pandemics and other natural disasters, such that performance is impossible.

2. Workforce Innovation and Opportunity Act

The EDD Data Recipient agrees to conform to nondiscrimination provisions of the Workforce Innovation and Opportunity Act (WIOA) and other federal nondiscrimination requirements as referenced in 29 CFR, parts 37 and 38.

3. Termination

This Agreement may be terminated by either party by giving written notice 30 days' prior to the effective date of such termination.

4. Settlement of Disputes

Any dispute concerning a question of fact arising under the term of this Agreement which is not disposed of within a reasonable period of time (ten days) by the EDD Data Recipient and State employees normally responsible for the administration of this contract shall be brought to the attention of the Chief Executive Officer (or designated representative) of each organization for joint resolution.

5. Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine the EDD Data Recipient is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this Agreement. The State shall provide the EDD Data Recipient advance written notice of such termination, allowing the EDD Data Recipient at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

EXHIBIT E
(Standard Agreement)

PROTECTION OF CONFIDENTIALITY

Federal and state confidentiality laws, regulations, and administrative policies classify all the Employment Development Department (EDD) information provided under this Agreement as confidential. The federal and state laws prohibit disclosure of the EDD's confidential information to the public and mandate its protection against loss and against unauthorized access, use, disclosure, modification, or destruction.

The EDD Data Recipient must therefore, agree to the following security and confidentiality requirements:

I. ADMINISTRATIVE SAFEGUARDS

- a. Adopt policies and procedures to ensure use of the EDD's confidential information solely for purposes specifically authorized under this Agreement that meet the requirements of section §603.10, Title 20 of the Code of Federal Regulations.
- b. Warrant by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee. In the event of a breach or violation of this warranty, the EDD shall have the right to annul this Agreement without liability, in addition to other remedies provided by law.
- c. Warrant and certify that in the performance of this Agreement, the EDD Data Recipient will comply with all applicable statutes, rules and/or regulations, and Agreement information security requirements, including but not limited to the following:
 - **California Unemployment Insurance Code §1094** (Disclosure Prohibitions)
 - **California Unemployment Insurance Code §§ 2111 and 2122**
 - **Title 20, Code of Federal Regulations §603.9 and §603.10** (Federal Unemployment Compensation Safeguards and Security Requirements)
 - **California Civil Code §1798, et seq.** (Information Practices Act)
 - **California Penal Code §502** (Computer Fraud Act)
 - **Title 5, U.S. Code §552a** (Federal Privacy Act Disclosure Restrictions)
 - **Title 42, U.S. Code §503** (Social Security Act)
 - **Title 18, U.S. Code §1905** (Disclosure of Confidential Information)
- d. Pursuant to section 5305.8 of the State Administrative Manual, the EDD Data Recipient shall be responsible for all costs incurred by the EDD due to security incident resulting from the EDD Data Recipient's failure to perform or negligent acts of its personnel, and resulting in an unauthorized disclosure, release, access, review, or destruction, or loss, theft, or misuse of an information asset. If the EDD Data Recipient experiences a loss or breach of data, the EDD Data Recipient shall immediately report the loss or breach to the EDD. If the EDD determines that notice to the individuals whose data has been lost or breached is appropriate, the EDD Data Recipient will bear any, and all costs associated with the notice, or any mitigation selected by the EDD. These costs include, but are not limited to, staff time, material costs, postage, media announcements, and other identifiable costs associated with the breach or loss of data.
- e. Protect the EDD's information against unauthorized access, at all times, in all forms of media. Access and use the information obtained under this Agreement only to the extent necessary to assist in the valid administrative needs of the program receiving such information, and only for the purposes defined in this Agreement.

EXHIBIT E
(Standard Agreement)

- f. Keep all the EDD's confidential information completely confidential. Make this information available to authorized personnel on a "need-to-know" basis, and only for the purposes authorized under this Agreement. "Need-to-know" refers to those authorized personnel who need information to perform their official duties in connection with the use of the information authorized by this Agreement.
- g. Immediately upon discovery, notify the EDD Cybersecurity Division at InformationSecurityOffice@edd.ca.gov and the EDD Contract Monitor at EDDITBCSDDisclosureUnit@edd.ca.gov, that there may have been a breach in security which has or may have resulted in the disclosure of confidential information. For purposes of this section, immediately is defined within 24 hours of discovery of the breach.
- The notification must include a detailed description of the incident (such as time, date, location, and circumstances) and identify the EDD Data Recipient personnel responsible (name, title and contact information) for handling breach disclosures. **Please do not include any confidential information in the notification.**
- h. The EDD shall maintain the right to participate in the investigation of a security incident involving its data or conduct its own independent investigation. The EDD Data Recipient shall cooperate fully in such investigations.

II. MANAGEMENT SAFEGUARDS

- a. Acknowledge that the confidential information obtained by the EDD Data Recipient under this Agreement remains the property of the EDD.
- b. Instruct all personnel assigned to work with the information provided under this Agreement regarding the following:
- Confidential nature of the EDD information.
 - Requirements of this Agreement.
 - Sanctions specified in federal and state unemployment compensation laws and any other relevant statutes against unauthorized disclosure of confidential information provided by the EDD.
- c. Require that all personnel assigned to work with the information provided by the EDD complete the EDD Vendor/Contractor Confidentiality Statement (Attachment E-1).
- d. Permit the EDD to make on-site inspections to ensure that the terms of this Agreement are being met. Make available to the EDD staff, on request and during on-site reviews, copies of the EDD Vendor/Contractor Confidentiality Statement (Attachment E-1) completed by personnel assigned to work with the EDD's confidential information, and hereby made a part of this Agreement.
- e. Maintain a system of records sufficient to allow an audit of compliance with the requirements under subsection (e) of this part. Permit the EDD to make on-site inspections to ensure that the requirements of federal and state privacy, confidentiality and unemployment compensation statutes and regulations are being met including but not limited to [§1137\(a\)\(5\)\(B\) of the Social Security Act](#).

III. USAGE, DUPLICATION, AND REDISCLOSURE SAFEGUARDS

- a. Use the EDD's confidential information only for purposes specifically authorized under this Agreement. The information is not admissible as evidence in any action or special proceeding except as provided under section 1094(b) of the UIC. Section §1095(u) of the UIC does not authorize the use of the EDD's confidential information by any private collection agency.

EXHIBIT E
(Standard Agreement)

- b. Extraction or use of the EDD information for any purpose outside the purposes stated in this Agreement is strictly prohibited. The information obtained under this Agreement shall not be reproduced, published, sold, or released in original or any other form not specifically authorized under this Agreement.
- c. Disclosure of any of the EDD information to any person or entity not specifically authorized in this Agreement is strictly prohibited. Personnel assigned to work with the EDD's confidential information shall not reveal or divulge to any person or entity any of the confidential information provided under this Agreement except as authorized or required by law. The EDD Data Recipient shall immediately notify and work cooperatively with the EDD to respond timely and correctly to public records act requests that it receives related to information obtained under this Agreement. Access to public records is governed by the California Public Records Act, Government Code §7920-7931.

IV. PHYSICAL SAFEGUARDS

- a. Take precautions to ensure that only authorized personnel are given access to physical, electronic and on-line files. Store electronic and hard copy information in a place physically secure from access by unauthorized persons. Process and store information in electronic format, such as magnetic tapes or discs, in such a way that unauthorized persons cannot retrieve the information by means of computer, remote terminal, or other means.
- b. Secure and maintain any computer systems (network, hardware, and software applications) that will be used in the performance of this Agreement. This includes ensuring that all security patches, upgrades, and anti-virus updates are applied as appropriate to secure data that may be used, transmitted, or stored on such systems in the performance of this Agreement.
- c. Store all the EDD's confidential documents in a physically secure manner at all times to prevent unauthorized access.
- d. Store the EDD's confidential electronic records in a secure central computer facility. Where in-use on a shared computer system or any shared data storage system, ensure appropriate information security protections are in place. The EDD Data Recipient shall ensure that appropriate security access controls, storage protections and use restrictions are in place to keep the confidential information in the strictest confidence and shall make the information available to its own personnel on a "need-to-know" basis only.
- e. Store the EDD's confidential information in encrypted format when recorded on removable electronic storage media, or on mobile computing devices such as a laptop computer.
- f. Maintain an audit trail and record data access of authorized users and authorization level of access granted to the EDD's data, based on job function.
- g. Direct all personnel permitted to use the EDD's data to avoid leaving the data displayed on their computer screens where unauthorized users may view it. Personnel should retrieve computer printouts as soon as they are generated so that the EDD's data is not left unattended in printers where unauthorized personnel may access them.
- h. Dispose of confidential information obtained from the EDD, and any copies thereof made by the EDD Data Recipient, after the purpose for which the confidential information is disclosed is served. Disposal means return of the confidential information to the EDD or destruction of the information utilizing an approved method of confidential destruction, which includes electronic deletion (following [National Institute of Standards and Technology \(NIST\) Special Publication 800-88](#)) shredding, burning, or certified or witnessed destruction.

EXHIBIT E
(Standard Agreement)

- i. Certify the disposal of the EDD confidential information on the Data Destruction Certification (Exhibit E-3). The Data Destruction Certification shall be submitted to the EDD Contract Monitor annually, beginning one year from the start date of the agreement. The EDD Data Recipient shall destroy the information in accordance with the retention schedule listed in the Scope of Work / Contract Term (Exhibit A).

EXHIBIT E-1
(Standard Agreement)

VENDOR/CONTRACTOR CONFIDENTIALITY STATEMENT

Information resources maintained by the State of California Employment Development Department (EDD) and provided to you may be confidential or sensitive. Confidential and sensitive information are not open to the public and require special precautions to protect it from wrongful access, use, disclosure, modification, and destruction. The EDD strictly enforces information security. If you violate these provisions, you may be subject to administrative, civil, and/or criminal action.

I, _____ an employee of _____
 PRINT YOUR NAME Yolo County Sheriff's Office
 PRINT YOUR EMPLOYER'S NAME

hereby acknowledge that the confidential and/or sensitive records of the Employment Development Department are subject to strict confidentiality requirements imposed by state and federal law including, but not limited to, Unemployment Insurance Code (UIC) §§ 1094, 2111 and 2714; California Civil Code (CC) § 1798 et seq.; California Penal Code (PC) § 502; 5 United States Code (U.S.C.) § 552a; 18 U.S.C. § 1905; and 20 Code of Federal Regulations (C.F.R.) § 603 et seq.

- I acknowledge that the Contract's Confidentiality and Data Security Monitor reviewed with me the confidentiality and security requirements, policies, and administrative processes of my organization and that of the EDD.
- I acknowledge responsibility for knowing the classification of the EDD information I work with and agree to refer questions about the classification of the EDD information (public, sensitive, confidential, Federal Tax Information) to the Contract's Data Security Monitor.
- I acknowledge privacy, confidentiality, and data security laws apply to the EDD information I have been granted access to by my employer, including, but not limited to, UIC §§ 1094, 2111, and 2714; Government Code § 15619; CC § 1798.53; and PC § 502.
- I acknowledge that wrongful access, inspection, use, modification, or disclosure of confidential information may be punishable as a crime and/or result in civil action taken against me, and/or fines and penalties resulting from criminal prosecution or civil lawsuits, and/or termination of contract.
- I acknowledge that wrongful access, inspection, use, modification, or disclosure of confidential information for personal gain, curiosity, or any non-business related reason is a crime under state and federal laws.
- I acknowledge that wrongful access, inspection, use, modification, or disclosure of confidential information is grounds for immediate termination of my employer's Contract with the EDD.
- I acknowledge that I understand the penalty provisions of Internal Revenue Code (26 U.S.C. §§ 7431, 7213, and 7213A).
- I acknowledge that upon discovering a possible improper inspection or disclosure of Federal Tax Information (FTI), including breaches and security incidents, I must follow the proper incident reporting requirements issued by the EDD. If I think there is a mishandling of information I will contact my EDD contract monitor and contact the EDD Cybersecurity Division to ensure the Office of Safeguards and the Treasury Inspector General for Tax Administration are notified of a possible issue involving FTI.
- I hereby agree to protect the EDD's information on either paper or electronic form in the following ways:
 - Access, inspect, use, disclose, modify, remove or destroy information only for the purpose of performing official duties
 - Never access, inspect, use, disclose, modify, remove, or destroy information for curiosity, personal gain, or any non-EDD and/or my organization's business related reason
 - Never post the EDD and/or other agency/entity confidential and proprietary information to social media, networking or other public websites
 - Secure confidential information in approved locations and destroy confidential information by approved methods
 - Never use personal devices, including but not limited to, laptops, cameras, video recorders, portable electronic devices containing cameras such as, iPads, tablets and mobile smartphones, in the workplace to capture or record confidential information, including that which appears in the background in work areas
 - Only use authorized state business devices to capture or record confidential information when there is a business need and meets the EDD's guidelines
 - Never remove personal, sensitive, or confidential information from my work site without authorization
 - Follow encryption requirements for all personal, sensitive, or confidential information in any portable device or media.

CERTIFICATION

I expressly consent to the monitoring of my access to computer-based sensitive, personal, or confidential information by the Franchise Tax Board, the Employment Development Department, the California Department of Tax and Fee Administration, the Department of Motor Vehicles, the Board of Equalization, and any other State agency designated by them.

My signature verifies that I read and agree to comply with the state and federal laws listed on this form. I further understand that failure to comply with these laws may result in my being barred from accessing the EDD information or other information provided by the EDD and could result in criminal prosecution.

CONTRACTOR NAME (PRINT)	EMPLOYER (PRINT COMPANY NAME) Yolo County Sheriff's Office
CONTRACTOR SIGNATURE	DATE

EXHIBIT E-2
(Standard Agreement)

EMPLOYMENT DEVELOPMENT DEPARTMENT
INDEMNITY AGREEMENT

- a. In consideration of access to the EDD information which is personal, sensitive, or confidential, the EDD Data Recipient agrees to indemnify the EDD against any and all liability costs, damages, attorney fees, and other expenses the EDD may incur by reason of or as a result of any unauthorized use of the personal, sensitive, or confidential information or any violation of the "Confidentiality Agreement" by any and all employees of the EDD Data Recipient.

This obligation shall be continuous and may not be changed or modified unless agreed to in writing.

In addition, the EDD Data Recipient understands that the following penalties may be incurred for any such misuse of the EDD Information by the EDD Data Recipient to the extent authorized by law:

1. Any individual who has access to returns, reports, or documents maintained by the EDD who does not maintain the confidentiality of the information or publishes or opens the information to public inspection in any manner may be punished by imprisonment in the county jail for up to one year or a fine of \$20,000.00 or both. (Unemployment Insurance Code §§ 2111 and 2122).
2. Any person who intentionally discloses information, not otherwise public, which they knew or should have known was obtained from personal information maintained by a state agency, shall be subject to civil action for invasion of privacy by the individual to whom the information pertains. (California Civil Code §1798.53).
3. Any unauthorized access to the EDD computer data, computer systems, or unauthorized use of the EDD data is punishable by a fine or imprisonment in the county jail or both. (California Penal Code §502).

INFORMATION SECURITY STATEMENT OF RESPONSIBILITY

By EDD Data Recipient's signature on the STD 213, EDD Data Recipient attests that it has in place the safeguards and security requirements stated in this Agreement that meet the requirements of sections 13400 - 13407 of the California Government Code and sections 603.9 and 603.10 of Title 20 of the Code of Federal Regulations. The EDD Data Recipient therefore accepts responsibility for ensuring compliance with these requirements, as set forth in Exhibit "E" of the **EDD Agreement No. 0000000702**.

EXHIBIT E-3
(Standard Agreement)

DATA DESTRUCTION CERTIFICATION FORM

Agency Contact Information
Agency Name: Yolo County Sheriff's Office
Address: 140 Tony Diaz Drive, Woodland, CA 95776
Data Sharing Agreement Number: 0000000702

This certification attests to the destruction of all EDD data covered by the Data Sharing Agreement (DSA) listed above. Data destruction must encompass any and all original files, all copies made of the files, any derivatives or subsets of the files and any manipulated files ever under the control of individuals allowed by the contracting organization to have access to the data. All files in all media containing any personally identifying information from the EDD files listed below have been destroyed, and no person associated with the contracting organization, has retained such information in any form.

Add records below as they are destroyed and submit this form to the EDD Contract Monitor on a yearly basis, beginning one year from the start date of the agreement. If you used a third-party service for the destruction of the information, include copies of the destruction certificate(s) provided by that entity.

I certify that no files were due to be destroyed from: _____ to _____.

I certify that the following files received under the DSA listed above and, as applicable, all copies, derivatives, subsets and manipulations of those files, whether in electronic or paper form, held by the EDD Data Recipient and/or any individual who had access to those files, have been destroyed in accordance with the National Institute of Standards and Technology (NIST) Special Publication 800-88.

RECORDS DESTROYED				
Record Title	Record Start Date (MM/YY)	Record End Date (MM/YY)	Destruction Method	Destruction Date

EDD DATA RECIPIENT/CONTRACTOR NAME (PRINT)	EDD DATA RECIPIENT/CONTRACTOR TITLE (PRINT)
EDD DATA RECIPIENT/CONTRACTOR SIGNATURE	DATE