



ACERA CONFIDENTIALITY POLICY

ACKNOWLEDGEMENT REGARDING CONFIDENTIALITY OF ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION ("ACERA") RECORDS

PURPOSE:

ACERA is legally required to protect the confidentiality of its Confidential Records. "Confidential Records" include, but is not limited to, proprietary information, trade secrets, attorney-client privileged or attorney work-product documents, documents pertaining to confidential investment matters, member files in whole or in part (including information contained in or pertaining to any applicant for disability retirement, information pertaining to dissolution of marriage, beneficiary designation information, estimate requests, employment history, etc.), and other confidential documents, information and data.

ACERA has made a significant investment in network computing technology which greatly increases access to Confidential Records. There is now more responsibility placed on each employee which includes full time, part-time, permanent, temporary, provisional, services as needed, student trainees, and interns ("Employee(s)") and each vendor or independent contractor providing services to ACERA ("Vendor(s)") to ensure that all equipment and technology, including but not limited to, telephones, scanners, printers, computers, software, and data are used appropriately. Adequate safeguards must be in place for ACERA's protection.

RATIONALE:

Confidential Records are made available to Vendors and Employees in the course of conducting ACERA business. The **ACERA Confidentiality Policy** ("Policy") has been issued in order to avoid a breach of confidentiality and the penalties that may result from the incorrect use and/or misuse of Confidential Records as well as to ensure continued access to Confidential Records.

All Vendors and Employees are hereby notified of the Policy and the restrictions placed upon the use of Confidential Records in the course of their work. This Policy re-affirms and emphasizes the confidentiality of Confidential Records and provides guidance regarding the appropriate use of computers.

POLICY REGARDING CONFIDENTIALITY OF ACERA CONFIDENTIAL RECORDS:

The undersigned, as a member of the Board of Retirement, Vendor, or Employee, recognizes that he/she may be provided access to Confidential Records. The undersigned acknowledges that he/she has been specifically advised that:

1. All Confidential Records, whether in electronic or in hard copy form, are strictly confidential.
2. The fact that an individual has filed for a disability retirement benefit is confidential.
3. The undersigned shall not discuss, or otherwise disclose Confidential Records with anyone not authorized under this Policy, unless specifically requested to do so by a supervisor in the course of discharging his/her assignments for ACERA.



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4. Confidential Records, in whole or in part, shall not leave the office under any circumstances, in any form or manner, without the written permission from the Department Manager or Department Manager designee. Unauthorized disclosure of Confidential Records is a violation of this Policy.

CONFLICTS

5. The undersigned is to advise the Department Manager or Department Manager designee under whose direction he/she is working whenever he/she is assigned duties in connection with the file of any ACERA member who is known to the undersigned, or any business entity he/she has more than a consumer relationship with.
6. The undersigned is not to continue to work on the matter or file of anyone who is a friend, relative or acquaintance of undersigned without the written permission of the Department Manager or Department Manager designee.

DOUBTS

7. If the undersigned has any doubt regarding the propriety of working on a particular matter or file or disclosing any information, he/she shall immediately discuss the issue with the Department Manager or Department Manager designee.

PENALTIES

8. A violation of the this Policy may be grounds for legal action by third parties, disciplinary action pursuant to Alameda County Civil Service Rule 2104, termination of temporary employment and/or termination of contract.
9. This Policy applies to all members of the Board of Retirement, all Employees and Vendors.

SURVIVAL

10. This Policy shall survive and remain binding after termination of employment or contract for services, whether such contract or employment is temporary, permanent, part time, full time, provisional, service-as-needed, trainee, or internship.

I HAVE READ THE ABOVE. I UNDERSTAND MY OBLIGATIONS REGARDING THE CONFIDENTIALITY OF ACERA CONFIDENTIAL RECORDS. I WILL FOLLOW THE CONFIDENTIALITY REQUIREMENTS. I WILL SEEK APPROPRIATE CLARIFICATION OF ANY DOUBT REGARDING THE IMPLEMENTATION OF THIS POLICY. I UNDERSTAND THE PENALTY FOR VIOLATION OF THIS POLICY.

Printed Name

Signature