



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ◆ Karyn E. Polito, Lieutenant Governor ◆ Chrystal Kornegay, Undersecretary

Public Housing Notice 2018-05

TO: All Local Housing Authorities

From: Laura A. Taylor, Director, Bureau of Housing Management

DATE: February 9, 2018

RE: Wage Match: Safeguarding of Department of Revenue (DOR) Information

The Department of Revenue (DOR) provides the Department of Housing and Community Development (DHCD) with confidential wage information to verify applicant eligibility for DHCD programs. Commonwealth agencies or authorities that request access to DOR information for use in their operations must enter into a written agreement with DOR. The agreement imposes requirements pertaining to the confidentiality and physical security of DOR's information. Any unauthorized access, use, or disclosure of DOR information would jeopardize the public's trust and require the issuance of legally mandated notifications.

There are several areas, identified by DOR and DHCD, where security over DOR information and personal information could be improved, in general. Please be advised that all local housing authorities that request access to DOR information, must take the following steps to improve security over DOR and personal information:

1. Require all staff with access to DOR information to read and execute the required, Wage Match Acknowledgement Regarding Confidentiality of Information ("Confidentiality Agreement."), which includes a summary of the law. (See Attachment A).
2. Require all staff with access to DOR information to read and execute the required, "DOR Disclosure and Security Training for Safeguarding Information." (See Attachment B).
3. Require that all staff with access to DOR information receive the "DHCD Identifying and Safeguarding Personal Information – Training," (See Attachment C).
4. Require that all staff with access to DOR information receive "Executive Office of Housing and Economic Development (EOHED) Privacy and Information Security Brochure." (See Attachment D).

To maintain proper safeguarding of DOR information used, please ensure that all employees who have access to DOR information have received and executed the acknowledgements noted above. Then, after Board approval, the Executive Director and Board Chair must execute the acknowledgement, below.

ACKNOWLEDGEMENT BY EXECUTIVE DIRECTOR AND BOARD APPROVAL

**WAGE MATCH ACKNOWLEDGEMENT REGARDING CONFIDENTIALITY OF INFORMATION
&
DOR DISCLOSURE AND SECURITY TRAINING FOR SAFEGUARDING INFORMATION**

Your signature below will indicate that you have read and thoroughly understand the contents of this public housing notice. It will also indicate that all authorized employees with access to confidential DOR information at your housing authority have:

1. Read and executed the attached “Wage Match Acknowledgement Regarding Confidentiality of Information,” which includes a summary of the law. (Attachment A),
2. Read and executed the “DOR Disclosure and Security Training for Safeguarding Information,” (Attachment B),
3. Received and reviewed the “DHCD Identifying and Safeguarding Personal Information – Training,” (Attachment C),
4. Received and reviewed the “Executive Office of Housing and Economic Development (EOHED) Privacy and Information Security Brochure.”

You should retain the signed acknowledgements on file at your housing authority.

Please **return this signed certification, along with a list of all employees who are authorized to request and receive information through Wage Match, within forty-five (45) days of the date of this Public Housing Notice (PHN)** to Michael Chow, Auditor, Bureau of Housing Management, at Michael.Chow@State.Ma.Us. DHCD is required to monitor and track this information per our interdepartmental service agreement with DOR, so you must return this certification to DHCD.

If you have any questions about the Wage Match system, you may email or call Michael Chow at (617) 573-1201.

After Board Approval, please have the Executive Director, as well as the Chairperson of the Housing Authority Board sign on the appropriate lines below, and return to DHCD.

Executive Director

_____ Housing Authority
(Name of Housing Authority)

Chairman, Board of Commissioners

Date

ATTACHMENTS: Wage Match Acknowledgement Regarding Confidentiality of Information
DOR Disclosure and Security Training for Safeguarding Information
DHCD Identifying and Safeguarding Personal Information – Training
Executive Office of Housing and Economic Development (EOHED) Privacy and
Information Security Brochure