

# Mass Workforce Issuance

100 DCS 03.106

Policy  Information

**To:** Chief Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** June 22, 2017

**Subject:** **Confidentiality for EOLWD and Non-EOLWD Employees & Contractors**

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**Purpose:** To provide guidance to Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce development partners regarding confidentiality protocol for Executive Office of Labor and Workforce Development (EOLWD) employees and non-EOLWD employees and contractors.

**Background:** As an employee, partner or contractor of the Executive Office of Labor and Workforce Development (EOLWD) or user of EOLWD resources, part of official duties may result in the acquisition of or access to confidential information.

**Policy:** All individuals (EOLWD employees, non-employees and/or contractors) must comply with the policies (attachment A and B) developed through Internal Control and with all laws relating to confidentiality of information.

**Action**

**Required:** Please assure all managers, staff and partners are aware of and in compliance with the EOLWD Confidentiality Policies.

**Attachments:** A: Confidentiality Policy for EOLWD Employees  
B: Confidentiality Policy for Non-EOLWD Employees and Contractors

**Effective:** Immediately

**Inquiries:** Please forward all inquiries to [PolicyQA@MassMail.State.MA.US](mailto:PolicyQA@MassMail.State.MA.US).