**DOR Disclosure and Security Training For Safeguarding 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.

Your signature below will indicate that you have read and thoroughly understand the contents of the acknowledgement and security training for safeguarding information, below:

1. Read and executed the *“DOR Disclosure and Security Training for Safeguarding Information,”* (Attachment),
2. Received and reviewed the *“DHCD Identifying and Safeguarding Personal Information – Training,”* (Attachment)
3. Received and reviewed the “*Executive Office of Housing and Economic Development (EOHED) Privacy and Information Security Brochure.”* (Attachment)

Your LHA will retain the signed acknowledgements on file at your housing authority.

ATTACHMENTS:

* 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