

Agreement of Confidentiality

For county employees trained and approved to conduct background screening procedures

The purpose of this agreement of confidentiality is to ensure the confidential handling of background check reports and related information.

- I understand that the information contained in background check reports is confidential and privileged, and I agree to treat it as such.
- I agree that I will only access and review background check reports and related information in the course of my employment duties as assigned by my supervisor.
- I agree that I will not disclose, share, or discuss any information contained in background check reports with any unauthorized person or party, including county extension council members (outside of the personnel committee) and/or at public meetings.
- I agree to store and handle background check reports and related information in a secure manner, in accordance with ISU Extension and Outreach policies and procedures.
- I understand that I must comply with all applicable laws and regulations regarding the handling of background check reports, including the Fair Credit Reporting Act (FCRA) as outlined by the background screening vendor (C4 Operations).

I understand that a breach of confidentiality or failure to handle documents in a secure manner may result in disciplinary action or termination of my employment.

Employee Name (printed)

Employee Signature

Today's Date

Reviewed Subsequent Years (date & initial)

Date _____ Initial _____

Date _____ Initial _____

Date _____ Initial _____

Date _____ Initial _____

Date _____ Initial _____