

## APPENDIX

### UNEMPLOYMENT INSURANCE CONFIDENTIALITY SAFEGUARD REQUIREMENTS AND DISCLOSURE OF RECORDS TO THIRD PARTIES

In addition to the confidentiality and safeguarding requirements required in this contract, any staff who have access to the Department of Workforce Development's unemployment insurance (UI) data shall comply with the requirements as set forth in DWD 149.06(1)(a)-(i), Wis. Admin. Code (2022), and restated immediately below.

#### **DWD 149.06 Confidentiality safeguard requirements and disclosure of records to third parties.**

(1) Third party recipients of unemployment insurance records shall comply with all of the following confidentiality safeguard requirements:

(a) Safeguard disclosed information against unauthorized access or redisclosure.

(b) Use the disclosed information only for the purposes authorized by law and consistent with any applicable record disclosure agreement under s. [DWD 149.07](#).

(c) Store disclosed information in a safe place physically secure from unauthorized access.

[DWD 149.06\(1\)\(d\)](#) (d) Store and process information in electronic format in a way that unauthorized persons cannot obtain the information by any means.

(e) Ensure that only authorized persons are given access to disclosed information stored in a computer system.

(f) For third parties authorized to receive information by an individual or employing unit under s. [DWD 149.03 \(3\)](#), maintain a copy of the written release authorizing each access and ensure that access to disclosed information will be only to those authorized under the release.

(g) Instruct all persons having access to disclosed information of the confidentiality requirements and the penalties for unauthorized disclosure, and have these persons sign an acknowledgement that they have been so instructed and agree to report any infraction promptly.

(h) Dispose of all disclosed records and copies after the purpose for which the information was disclosed has been served or when the department considers appropriate, except for disclosed information possessed by any court.

(i) Allow the department to conduct on-site inspections of the disclosed records and to audit for compliance with this section.

This appendix is included in this contract to comply with DWD 149.06(3), Wis. Admin. Code (2022), which states the following:

**(3)** Any record disclosure agreement with an agent of a public official for disclosure must be made with the public official and hold the public official responsible for ensuring the agent complies with the confidentiality requirements in s. [DWD 149.06 \(1\)](#).