

Fresno County Workforce Investment Board

2035 Tulare Street, Suite 203 ☞ Fresno, CA 93721 ☞ (559) 266-3742 ☞ Fax (559) 233-9633 ☞ www.jobsfresno.com

Blake Konczal, Chief Executive Officer

OPERATIONAL DIRECTIVE

FCWIB OD #: 33-02

Date: December 19, 2002

To: All Fresno County Workforce Investment Board (FCWIB) Providers of Services

From: Blake Konczal, Chief Executive Officer

Effective Date: December 19, 2002

Reference: FCWIB OD 32-02 Confidential Information Staff Confidentiality Statement

Subject: Designation of Information Security Staff - Confidentiality

The attached [Designation of Information Security Staff](#) form must be completed and signed by all FCWIB Providers and the security staff person so designated. A completed copy must be submitted to your Contract Administrator within fifteen (15) working days of the date of this Operational Directive. The original must be retained in the personnel files of the designated security staff.

All FCWIB Providers of Services must:

“Designate an employee who shall be responsible for overall security and confidentiality of its data and information systems.”

This above referenced Operational Directive contains **important federal, state, and locally essential requirements** relating to all staff of FCWIB contracted Providers of Services having access to confidential information and data. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction.

Whenever a change occurs in the identity of the individual responsible for overall data security and confidentiality, a Provider of Services shall immediately notify their Contract Administrator by submitting a new Designation of Information Security Staff form.