

Confidentiality Acknowledgement

Personnel Records:

Employee personnel records are confidential and JELF makes every effort to protect an employee's personnel files from all employees. Employees may request access to their records to review specific material contained therein. To keep necessary employment records up to date, it is extremely important that the employee promptly notifies JELF of any changes in their name, address, telephone number, emergency contact information, number of dependents, or other applicable information.

Private Information:

Employees of JELF may be assigned work that involves access to confidential information, including, but not limited to, information about JELF loan applicants, donors, and employees. As a JELF employee, it is important to maintain this type of information in confidence. An employee may access, disclose and use such information only as needed to perform the responsibilities of the employee's role.

These confidentiality obligations should extend beyond termination of employment with JELF. JELF further prohibits photocopying, scanning or otherwise duplicating any materials that may be provided to an employee.

Sign and date this confidentiality acknowledgement. Keep a copy for employee's records and return the original to JELF to be included in employee's personnel file.

Employee's Full Name (printed): _____

Employee's Signature: _____

Employee's Title: _____

Today's Date: _____