

PYRAMID LAKE PAIUTE TRIBE

OATH OF CONFIDENTIALITY

I, _____, hereby accept employment with the Pyramid Lake Paiute Tribe with the knowledge that I may have access to a variety of privileged information either developed by myself or contained in Tribal records, computers or software programs. This may include Tribal assets, receivables, payables, customer lists, payroll, statistical data, formulas and other data considered to be confidential. I understand that this information is not to be discussed or disclosed to my co-workers, clients, individual committee members, Tribal Council members or the public unless specifically directed to do so by my supervisor, or as outlined in Federal, Tribal or Departmental regulations.

Pursuant to the Privacy Act of 1974, I agree to protect the personal and fundamental rights of individual privacy. I shall not disclose any record by any means of communication to any person, or to another agency, except as authorized through written request by, or with the prior consent of, the individual to whom the record pertains.

I, _____, also acknowledge that a person who accesses or removes confidential information or records without a business-related reason or who copies any such records or who divulges or uses any such information without sound business reason in behalf of the Pyramid Lake Paiute Tribe will be subject to disciplinary action, up to and including immediate termination. In addition, I understand that criminal and/or civil charges may be brought against me for any unauthorized disclosure, whether as a current employee or former employee of the Tribe.

I, understand that it is my responsibility as an employee of the Pyramid Lake Paiute Tribe to become knowledgeable about the regulations contained in the Privacy Act of 1974 and the Freedom of Information Act.

Employee Signature

Date

Title

Department

Supervisor Signature

Date