



Non-Disclosure of Confidential Information

Purpose

This Non-Disclosure Form ("Agreement") is entered into to ensure the protection of confidential information obtained through activities, programs, contracts, or partnerships administered or overseen by Employ Milwaukee, Inc. ("EMI"), including but not limited to information protected under WIOA, federal privacy laws, Wisconsin state statutes, and EMI policies.

1. Acknowledgment of Confidentiality Requirements

I may have access to confidential or personally identifiable information (PII), including participant records, workforce program data (including WIOA data), employer or partner information, proprietary EMI materials, and other non-public information disclosed during partnership, evaluation, contracting, or compliance activity.

2. Non-Disclosure Obligations

I will not disclose confidential information to any unauthorized person or entity; I will access only for legitimate business purposes related to EMI activities; I will follow EMI data-security procedures; I will immediately report any suspected or actual unauthorized disclosure or data breach; and I will return or securely destroy all confidential materials at the conclusion of my work or upon EMI's request.

3. Prohibited Actions

I will not retain copies beyond the scope of my work; use information for personal or unauthorized purposes; remove confidential data from approved systems without authorization; or circumvent security protections or access systems without permission.

Certification and Signature

Signature _____ Date: _____

Printed Name: _____

Organization (if applicable): _____

Role/Position: _____

Project/Contract of Purpose of Access: _____

Form Date: 02/16/26

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. If you need this information in an alternate format, or in a different language at no cost to you, please contact us at (414) 270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 711.