Application For Confidential Information

Form 104#:

For Governmental Planning, Performance Measurement, Program Analysis, Socio-Economic Analysis, or Policy Analysis

1. Government Agency:

Address:

Name of Official:	Position:
Phone Number:	Fax Number:

Email Address:

2. Law authorizing applicant to carry out: ☐ planning ☐ performance measurement ☐ program analysis ☐ socio-economic analysis ☐ policy analysis

3. If being carried out in concert with another governmental agency:

Name (Agency and contact person):	Address:

Statutory Authority:

Name (Agency and contact person):	Address:

Statutory Authority:

4. Confidential information being requested (include data series, data types, geographic areas, time periods, etc.):

5. General category under which confidential information is being requested (check one or more):
☐ Planning ☐ Performance Measurement ☐ Program Analysis
☐ Socio-economic analysis ☐ Policy Analysis

6. Specific purpose for which confidential information will be used:

7. Information needed by (date):	8. When request is completed, send data to:

9. If possible, send data in the following format:

10. In addition, the requestor affirms that (Check to agree to comply):

- ☐ The signer(s) has/have appropriate signature authority for the applying organization(s).
- ☐ Information furnished by the Oregon Employment Department pursuant to this application shall be used only by those entities identified in Sections 1, 3, and/or 11 of this Application and shall be used only for the purpose(s) described in Section 6.
- ☐ Every entity identified as a user of the information shall agree to safeguard the confidentiality of the furnished information.
- ☐ Information furnished by the Oregon Employment Department pursuant to this application **will be kept confidential** and will not be released without the express written consent of the Oregon Employment Department. There is no expiration time associated with this responsibility. **The information must always be kept confidential**.

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- ❑ Information furnished by the Oregon Employment Department pursuant to this application will be destroyed by all recipients once the specific project for which the information is being requested has been completed. Any exceptions to this requirement require express written authorization from the Employment Department.
- ❑ Costs associated with preparing and providing the requested information shall be borne by the agency requesting the information. Such costs will be identified by the Employment Department and approved by the requestor before work on this request begins.
- ❑ If a publication or report is produced using the information provided pursuant to this Application, one copy of the publication or report shall be provided to the Employment Department. The publication or report shall cite the **Oregon Employment Department** as the source of some of the data on which the publication or report was based. The publication may include only aggregate information, not confidential information.
- ❑ The signer(s) and all individuals who will have access to the confidential information provided under this application have reviewed the Rules and Guidelines Regarding Confidentiality of Oregon Employment Department Data (Appendix A).

Signature of Authorized Representative:	Date:
Name and Title (Print or typed):	

11. Will any work on any project(s) related to this Application be performed by one or more consultants or other individuals who are not employees of the agency or agencies identified in Sections 1 or 3? ❑ Yes ❑ No

If "Yes", will the individual(s) have access to confidential information? ❑ Yes ❑ No

If the Applicant responds Yes to both of these questions, the individual(s) and/or consultant(s) must be identified below and must agree to comply with all items identified in Section 10. By signing below, the individual(s) and/or consultant(s) agree to comply with all items identified in Section 10.

Name of Company:	
Signature of Authorized Representative:	Name and Title (Printed or typed):
Phone Number:	Date:

Name of Company:	
Signature of Authorized Representative:	Name and Title (Printed or typed):
Phone Number:	Date:

MAIL OR FAX ORIGINAL APPLICATION TO:
Graham Slater, Administrator • Workforce and Economic Research • Oregon Employment Department
875 Union St. NE • Salem, OR 97311 • Fax: (503) 947-1210

REPLY FROM THE ADMINISTRATOR FOR WORKFORCE AND ECONOMIC RESEARCH:

This Application submitted under ORS 657.665(3) is hereby: ❑ APPROVED ❑ DENIED
Explanation/comments:

Signature:	Date:
Graham Slater, Administrator • Workforce and Economic Research • Oregon Employment Department	

ORS 657.665 Confidentiality of Information in Employment Department Records

(1) Information secured from employing units, employees or other individuals pursuant to this chapter: Except as provided in subsections (2) to (4) of this section, all information in the records of the Employment Department pertaining to the administration of the unemployment insurance, employment service and labor market information programs:
(a) Is confidential and for the exclusive use and information of the Director of the Employment Department in administering the unemployment insurance, employment service and labor market information programs in Oregon.

(3) The Employment Department may disclose information secured from employing units:
(a) To agencies of this state, federal agencies and local government agencies to the extent necessary to properly carry out governmental planning, performance measurement, program analysis, socioeconomic analysis and policy analysis functions performed under applicable law. The information disclosed is confidential and may not be disclosed by the agencies in any manner that would identify individuals, claimants, employees or employing units. If the information disclosed under this paragraph is not prepared for the use of the Employment Department, the costs of disclosing the information shall be paid by the agency requesting the information.

(6) Any person or any officer or employee of an entity to whom information is disclosed by the Employment Department under this section who divulges or uses the information for any purpose other than that specified in the provision of law or agreement authorizing the use or disclosure may be disqualified from performing any service under contract or disqualified from holding any appointment or employment with the state agency that engaged or employed that person, officer or employee. The Employment Department may immediately cancel or modify any information sharing agreement with an entity when a person or an officer or employee of that entity discloses confidential information, other than as specified in law or agreement.

APPENDIX A: Revised: January 1, 2008

WORKSOURCE OREGON EMPLOYMENT DEPARTMENT

Quality Information, Informed Choices

Labor Market Information

State of Oregon • Employment Department • 875 Union NE, Salem, OR 97311 • www.QualityInfo.org

Contact: Graham Slater • (503) 947-1212 • Graham.J.Slater@state.or.us

Rules and Guidelines Regarding Confidentiality of Oregon Employment Department Data

This memo provides instruction for government officials and private sector consultants using confidential information from the Oregon Employment Department's Research Division. These instructions are based on ORS 657.665, the federal Confidential Information Protection and Statistical Efficiency Act (CIPSEA), and the Bureau of Labor Statistics Commissioner's Order 3-04.

1. We never publish, share, or discuss information relating to an individual person.

2. We never publish, share, or discuss aggregate information relating to individual persons if there are fewer than three individuals in a particular aggregation.

3. We never publish, share, or discuss employment or other data regarding a specific employer.

4. We never publish, share, or discuss aggregate employment or other data relating to businesses if:
   a. there are fewer than three firms in the aggregation, or
   b. one firm makes up more than 80% of total employment in the aggregation.

Confidentiality is serious business. Consequences for sharing confidential information range from internal disciplinary processes to disqualification from future collaboration with the Employment Department to a class E felony.

If you have any questions about the analysis and publication of information received from the Employment Department, please contact Graham Slater, Research Administrator, at the phone number or e-mail address listed above.