

TRIDENT

TO: Trident Workforce Investment Area Contractors and Staff

ISSUANCE DATE: November 21, 2000

EFFECTIVE DATE: Immediately

SUPERSEDES: State WIA Instruction Letter No. 00-09

SUBJECT: Confidentiality of EO Records; State WIA Instruction Letter 00-09

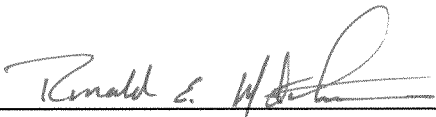
PURPOSE: To transmit state policy regarding confidentiality of EO records.

POLICY: In order to comply with the Workforce Investment Act (WIA) regarding the confidentiality of EO records, each LWIA must develop a procedure to ensure that such information is stored in a manner that ensures confidentiality.

PROCEDURES:

ALL SC Works Operators, staff and contractors shall ensure that information is only used for the purpose of:

- Record Keeping
- Reporting
- Determining Eligibility
- Financially assisted programs or activities
- Other use authorized by law 29 CFR Part 37.37
- Any information that could lead to identification of a particular individual as having filed a complaint must be kept confidential
- Records are to be stored in locked file cabinets or drawers.



Ronald Mitchum, Executive Director
BCDCOG

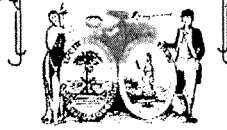
June 26, 2012
Date



South Carolina



Employment Security Commission



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STATE WIA INSTRUCTION NUMBER: WIA 00-09

TO: Workforce Investment Areas and ES Local Offices

SUBJECT: Confidentiality of EO Records

ISSUANCE DATE: November 21, 2000

EFFECTIVE DATE: July 1, 2000

PURPOSE: To transmit state policy regarding confidentiality of EO records.

BACKGROUND: In accordance with 29 CFR Part 37 Section 37, each recipient must record the race/ethnicity, sex, age, and disability status (where known) of every applicant, registrant, eligible applicant/registant, participant, terminatee, applicant for employment and employee.

POLICY: In order to comply with the Workforce Investment Act regarding the confidentiality of EO records, each LWIA and Local ES Office must develop a procedure to ensure that such information be stored in a manner that ensures confidentiality and must be used only for the purpose of record keeping and reporting; determining eligibility, where appropriate, for WIA Title-1 financially assisted programs or activities; determining the extent to which the recipient is operating its WIA Title-1 financially assisted program or activity in a nondiscriminatory manner; or other use authorized by law 29 CFR Part 37.37

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Additionally, any information that could lead to identification of a particular individual as having filed a complaint must be kept confidential.

INQUIRIES: Questions regarding this instruction should be directed to Marvin A. Jackson, EO Officer, at (803) 737-2408



C. Michael Mungo
Executive Director

CMM/RLH
ESC-2