

## Policies

### Confidentiality

Information contained in the JobNet Business System or extracted to the Job Center Systems Data Warehouse can be shared with other Job Center partners. Information may **not** be shared or released to other employers, individuals, groups, or agencies.

Mailing label lists or mailing address lists can be produced using JobNet Business data for use by the Job Center as well as outside groups with an interest in serving the business community (e.g., the Chamber of Commerce, Convention and Visitors Bureau, etc.) and **are** an appropriate use of the data. Job Centers may charge a cost recovery fee to cover expenses related to producing lists or labels.

**Unauthorized release of information is a violation of Department of Workforce Development (DWD), Division of Workforce Solutions policy and could result in the suspension of Employer Record System access privileges. In addition, unauthorized release of information by employees of the DWD is a violation of work rules and could result in disciplinary action.**

### Guidelines for Entering Text in Comment Fields

Comments entered into records can and will be viewed by other staff, and perhaps the employer or business customer. Comments should be complete and written using good grammar, correct spelling, and appropriate tone. Do not use slang terminology or profane language. The use of acronyms and abbreviations is discouraged unless it is commonly understood.

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