

**THE CITY OF MAUMEE PRIVACY POLICY-EMPLOYEE
ACKNOWLEDGEMENT (6.2)**

I, _____, have read the City of Maumee Privacy Policy. I have also asked appropriate city personnel any question(s) that I may have had. Having read the policy and having had the opportunity to ask any question(s), I acknowledge that I understand: That as an employee of the City of Maumee, I must comply with a number of State and Federal laws which regulate the handling of confidential and personal information regarding customers, clients, citizens and other employees of the City of Maumee.

The city's privacy requires, that as an employee I must minimize the exposure of nonpublic information that I may have access to in the course of my job requirements, and I cannot disclose in any form or fashion the information that I obtain from my job responsibilities to anyone inside or outside the city who does not need to know the information. I cannot disclose or in any other way convey any nonpublic information, and that there are consequences for failure to adhere to the city's privacy policy, up to and including termination from employment.

Employee Name _____

Date _____