

**MARCH 2022 PERSONNEL MANUAL UPDATE  
SUMMARY OF REVISIONS**

**EXECUTIVE DIRECTIVE:**

**PD-04 (rev. 4), “Data Use and Non-Disclosure Agreement”**

- Revised the title from “Consultant and Contract Employee Information Confidentiality” to “Data Use and Non-Disclosure Agreement.”
- Authority Section: Added citations to Code of Federal Regulations, Texas Business and Commerce Code, Texas Government Code, Texas Penal Code, and Texas Administrative Code, as well as Board Policy 02.08. Removed reference to *Public Information Act*.
- Definitions: Added definitions for Contract Employee, Employee, Information Resources, Intern, Other Individual, User, Vendor, and Volunteer. Revised definition of Consultant or Contract Employee.
- Section I: Renamed section title and revised the entire section on the responsibility of users understanding and being aware of TDCJ rules regarding use of information resources.
- Section II: Renamed section title and revised the entire section on the responsibility of users understanding and being aware of TDCJ confidentiality of information.
- Section III: Section added for data use and non-disclosure agreement requirements.
- Attachment A: The “Consultant and Contract Employee Information Confidentiality Agreement” form PERS 385 is being replaced with the “Data Use and Non-Disclosure Agreement” form EMPL3.
- Grammatical and formatting updates were made.