# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY</td>
<td>1</td>
</tr>
<tr>
<td>APPLICABILITY</td>
<td>1</td>
</tr>
<tr>
<td>EMPLOYMENT AT WILL CLAUSE</td>
<td>1</td>
</tr>
<tr>
<td>POLICY STATEMENT</td>
<td>1</td>
</tr>
<tr>
<td>DEFINITIONS</td>
<td>1</td>
</tr>
</tbody>
</table>

## PROCEDURES

I. Review of TDCJ Confidentiality Policies and Procedures ............................................. 2

II. Consultant and Contract Employee Information Confidentiality Agreement ....................... 2

Attachment A: PERS 385, Consultant and Contract Employee Information Confidentiality Agreement (10/14)
EXECUTIVE DIRECTIVE

SUBJECT: CONSULTANT AND CONTRACT EMPLOYEE INFORMATION CONFIDENTIALITY

AUTHORITY: Tex. Gov’t Code §§ 552.001-.353, Public Information Act
Reference: American Correctional Association Standard 4-4070

APPLICABILITY: Texas Department of Criminal Justice (TDCJ)

EMPLOYMENT AT WILL CLAUSE:

These guidelines do not constitute an employment contract or a guarantee of continued employment. The TDCJ reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the executive director’s authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the TDCJ and do not create any legally enforceable interest or limit the executive director’s, deputy executive director’s, or division directors’ authority to terminate an employee at will.

POLICY:

Consultants and contract employees of the TDCJ shall be informed in writing about TDCJ policies on confidentiality of information and shall agree to abide by such policies.

DEFINITION:

“Consultant or Contract Employee” is a representative of a company under contract with the TDCJ or an individual who performs services for the TDCJ on a contractual basis.
PROCEDURES:

I. Review of TDCJ Confidentiality Policies and Procedures

Each consultant and contract employee shall be required to read this directive and the TDCJ Non-Disclosure Agreement, so the consultant or contract employee may become aware of and understand TDCJ rules regarding confidentiality of information.

II. Consultant and Contract Employee Information Confidentiality Agreement

Department heads shall ensure each consultant and contract employee in their department signs a PERS 385, Consultant and Contract Employee Information Confidentiality Agreement (Attachment A) prior to beginning work. This agreement states the consultant or contract employee has read and understands PD-04, “Consultant and Contract Employee Information Confidentiality” and the TDCJ Non-Disclosure Agreement. The department head shall then forward the original, signed PERS 385 to the unit or department human resources office for maintenance.

Brad Livingston
Executive Director
Texas Department of Criminal Justice
Consultant and Contract Employee Information Confidentiality Agreement

Name: ___________________________  Month/Day of Birth: ___________________________

   Last   First   MI

Consultant or Contract #: ___________________________  Unit or Department: ___________________________

Name of Project: ___________________________

I have read and understand the TDCJ Executive Directive PD-04, “Consultant and Contract Employee Information Confidentiality” and the TDCJ Non-Disclosure Agreement, which sets forth TDCJ rules regarding the confidentiality of information.

I agree to abide by TDCJ policies on confidentiality of information and state and federal statutes governing confidentiality of TDCJ information.

If I have a question, I understand that I may contact the unit or department public information coordinator or human resources representative, or the TDCJ Office of the General Counsel 936-437-6700.

Consultant or Contract Employee Signature: ___________________________  Date: ___________________________

_____________________________  (MM/DD/YYYY)

Note to Consultant or Contract Employee: With few exceptions you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Tex. Gov’t Code §§ 552.021 and 552.023 to receive and review the collected information. Under Tex. Gov’t Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.