User Confidentiality Statement
for Access to the New Jersey Childhood Lead Poisoning
Information Database

The Childhood Lead Poisoning Information Database (the database) is a web-based tracking system that, applicable to childhood lead poisoning referrals and cases initiated pursuant to N.J.A.C. 8:51. N.J.S.A. 26:2-137.6 and Executive Order No. 100 (Governor Corzine; April 29, 2008), authorizes the Department of Health to operate the database and allows users to exchange information electronically. The information in the database is confidential personal health information and demographic information. The purposes of the database are to make referrals to local boards of health; maintain a central location for local board of health case managers and environmental inspectors to document and track their case management activities; collect, maintain, and track Statewide data about childhood lead poisoning and case management activities; conduct surveillance activities based on the reported data; report non-identifying data to the following federal agencies: Centers for Disease Control and Prevention (CDC), Housing and Urban Development (HUD), and Environmental Protection Agency (EPA); utilize the collected data, in a non-identifying manner, to publish an annual report, apply for funding for the Department’s lead program, or satisfy requirements of a funding source of the lead program; and share data with other State agencies according to the terms and conditions of the data sharing Memorandum of Agreement (MOA) between the Department and those agencies. The Department shall limit access to the following users based on their job functions and user roles: local board of health case managers, environmental inspectors, supervisors that are responsible for overseeing and/or handling childhood lead poisoning referrals and cases, and assigned support staff.
USER CONFIDENTIALITY AGREEMENT

I have read and understood the User Confidentiality Statement and the obligations and responsibilities listed below. I agree that:

1. I shall keep strictly confidential all information, in any format, that I receive or have access to as a user of the database.

2. I understand I am authorized access to the database restricted to my user role and jurisdiction and agree to keep my password secure and will not permit use of my access privileges or password by any other person or entity.

3. I will only access the database to access or submit information and to generate documentation in the official course of my duties and responsibilities limited to my jurisdiction and user role.

4. I will not divulge, disclose, use, transfer, copy, remove, or otherwise furnish personally identifiable information or documentation obtained from the database to any individual or organization for any use not authorized by the Department of Health or to any person or entity not directly involved with the conduct of my official duties as they relate to childhood lead poisoning referrals or cases, except as permitted or authorized by the State administrative code or State or federal law.

5. I will not copy all or part of the data in the database.

6. I understand that the Department may audit any record, electronic or written, that is part of the database or pertains to the health information entered into the database by a user.

7. I agree to immediately report to my direct supervisor and the Department any breach of confidentiality.

8. I understand that any violation of the above provisions may result in suspension or termination of user privileges, disciplinary action, and the imposition of any and all penalties as prescribed by applicable State and Federal laws.

I have read and understood the User Confidentiality Statement for Access to the New Jersey Childhood Lead Poisoning Information Database. I agree to abide by the Confidentiality Agreement. I understand the consequences to me if I disclose confidential information without necessary authorization.

Name of User (Print)

Signature of User Date

Distribution:   Original - Child and Adolescent Health Program
               Copy - User