

**STATE OF NEW YORK  
DIVISION OF CRIMINAL JUSTICE SERVICES**

Four Tower Place  
Albany, NY 12203  
<http://criminaljustice.state.ny.us>

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**Confidentiality of Information  
Training Course**

The Division of Criminal Justice Services is obligated to carefully and strictly protect the rights to privacy of all persons about whom the Division maintains information. Criminal histories and other documents in the Division's files, or contained within the Division's premises, are confidential information. It is a violation of Division of Criminal Justice Services' policy for an eJustice user to either disclose confidential information contrary to the provisions of the Use and Dissemination Agreement or use information to further personal interests.

I have viewed the New York State Division of Criminal Justice Services confidentiality of Information Training Course. If I have any questions regarding this training, the Division's underlying policies, or my responsibilities concerning confidential information maintained by the Division, I will consult my Terminal Access Coordinator (TAC).

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Agency/Bureau/Unit)

\_\_\_\_\_  
(Proof of viewing code)

\_\_\_\_\_  
(Date)