

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 19, 2008

What's Inside:E-mail
Confidentiality
Notice Insert**M E M O R A N D U M**

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: ELECTRONIC CONFIDENTIALITY NOTICE INSERT

DISCUSSION:

The purpose of this memorandum is to inform staff of the Confidentiality Notice that has been created to insert on all electronic communications. **The following Confidentiality Notice needs to be copied and inserted in each individual's electronic signature and is a mandatory requirement for all staff.**

Confidentiality Notice: This electronic communication is from the Missouri Department of Social Services, Children's Division, and is only intended for its addressee. This communication may contain information that is privileged, confidential or otherwise protected from disclosure by law and/or DSS policy. If you are not the intended recipient, or the employee or agency responsible for delivering this information to its recipient, do not copy, circulate, forward or otherwise disclose this document. If you have received this message in error, please notify the sender immediately by return email.

Please go to Microsoft Word and type in "insert a signature" in the help box and it will provide detailed instructions on how to add the above statement.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. Copy and insert Confidentiality Notice on electronic signature.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

Venice Wood
(573)522-5060
Venice.P.Wood@dss.mo.gov

PROGRAM MANAGER:

Melody Yancey
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Melody.Yancey@dss.mo.gov