



**Archdiocese of Los Angeles  
Fingerprinting Department  
4311 Wilshire Boulevard, Los Angeles California 90010**

## **Safe Environment Program (SEP) CONFIDENTIALITY AGREEMENT**

The Archdiocese of Los Angeles Safe Environment Program (SEP) is developed in collaboration with LOGOS. SEP is a solely for use of Archdiocese of Los Angeles. The information in SEP is confidential and private. Access to SEP and its features is free of charge.

All applicable provisions of state, federal, local law, equitable principles, and regulations are hereby incorporated into this SEP CONFIDENTIALITY AGREEMENT. This agreement is also subject to any and all applicable orders of any court, tribunal of competent jurisdiction, or law enforcement authority, and nothing contained within this agreement shall impair in any way the rights of the Archdiocese of Los Angeles to comply or govern their action, as they deem necessary with respect to any of the same. If a court of competent jurisdiction determines that any provision of this agreement violates or does not comply with an applicable law, principle of equity, or regulations, such provision shall be construed in a manner that is consistent with applicable law or shall be modified, to the extent necessary, to reflect as nearly as possible the original intentions of the parties.

The Archdiocese of Los Angeles reserves the right, in their absolute discretion, to modify the SEP CONFIDENTIALITY AGREEMENT. The Archdiocese of Los Angeles reserves the right to discontinue or terminate any feature provided and use or access to SEP at any time. Failure of Archdiocese of Los Angeles to enforce any provision of these agreement, in whole or in part, shall not be deemed to be a waiver of such term, provision or condition or of the right to enforce such term, provision or condition.

### **SEP USER DUTIES**

The information provided by SEP is **confidential** and shall not be disseminated to any other person or agency not authorized by the Archdiocese of Los Angeles.

User IDs and password should not be disclosed to unauthorized parties or shared with other employees, students, or volunteers. User accounts are intended to be used only for authorized SEP user.

All personnel/volunteer with access to SEP will have a fingerprinting clearance record check and Safeguard the Children screening completed through the Archdiocese of Los Angeles prior to submission of SEP ACCESS form to the Fingerprinting Department.

All personnel/volunteer with access to SEP will have to sign ***Archdiocese of Los Angeles Electronic Communication Policy*** acknowledging an understanding of laws prohibiting of misuse.

All personnel/volunteer with access to SEP will attend a mandatory SEP TRAINING provided by the Fingerprinting Department.

The Fingerprinting Department may conduct audits of the authorized SEP user and or agency to ensure compliance.

All personnel/volunteer will access SEP only from an archdiocesan school, a parish, seminary, a cemetery, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit during business hours.

All personnel/volunteer with access to SEP will notify the Fingerprinting Department with regard to any change of facility name, address, telephone number by emailing [fingerprinting@la-archdiocese.org](mailto:fingerprinting@la-archdiocese.org).

Misrepresentation or failure to disclose requested information on this agreement is cause for denial or revocation of access to SEP.

## **SEP POLICY ACKNOWLEDGEMENT**

I acknowledge that I have received, read, and understand the SEP Confidentiality Agreement of the Archdiocese of Los Angeles. I understand that I may be monitored and/or content(s) reviewed at any time, with or without notice and/or cause. Any privacy rights I may have are waived by my use of SEP. I understand that failure to comply with the policy will result in disciplinary action, up to and including termination of my volunteer work/employment.

On behalf of our organization, I hereby acknowledge that I have read and agree to the above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contributing Agency/Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Physical Address: \_\_\_\_\_