



AAWDC Disclosures and Acknowledgements

How AAWDC Uses and Secures Your Personally Identifiable Information (PII)

In order to determine your eligibility to participate in initiatives operated by the Anne Arundel Workforce Development Corporation (AAWDC) or its subgrantees and to maintain a record of your activities in our initiatives, you are required to provide certain information. Providing this information is voluntary. However, failure to provide this information may disqualify you from participation in the initiative.

We recognize that much of this information is sensitive and confidential. As such, we do not disclose your personal information to any third party without your written permission, except as required by law. Your personal information is stored both electronically and in a physical file (participant file).

Electronic records, include both the Maryland Workforce Exchange (MWE) and internal spreadsheets and data collection systems.

Our policy states that the information in your participant file is viewable by the following:

- You – You may access your file. Should you wish to access your participant file, an appointment should be scheduled with the Research, Performance, and Compliance Office. You may not remove any part of your file, but may photocopy any information contained in the file.
- AAWDC staff – Employees and contractors working on behalf of AAWDC may access your participant file as necessary to conduct routine business and to ensure compliance with AAWDC standards and grant requirements.
- State and federal oversight staff – State and federal employees may access your participant file for the purpose of ensuring compliance with grant rules and regulations.
- Other persons – Others may access your participant file as required by law. In these instances, AAWDC staff will be on hand to ensure that only the information requested is accessed and no personally identifiable information not necessary to comply with the request is removed or reproduced.

Federal regulations (20 CFR 97.42) require that AAWDC retain all information in your participant file for a period of three years after the Program Year in which you exit. AAWDC, therefore, shall maintain your file in a secured location for three years following the year of exit from our program(s). For example, if a client exits the program between July 1, 2016 and June 30, 2017, his/her file shall be retained by AAWDC until September 30, 2020. Once the retention period ends, the participant file shall be destroyed.

NOTE: Participant records are not subject to Freedom of Information Act requests (20 CFR 97.42), but may be subject to the Maryland Public Information Act.

_____ By initialing here, I acknowledge that I have read and understood How AAWDC Uses and Secures My Personally Identifiable Information (PII).

Equal Opportunity Is The Law

It is against the law for AAWDC or its subgrantees, as recipients of Federal financial assistance, to discriminate on the following bases:

Against any individual in the United States on the basis of:

- Race;
- Color;
- Religion;
- Sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity);
- National origin (including limited English proficiency);
- Age;
- Disability; or
- Political affiliation or belief

Against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of:

- Citizenship status or
- Participation in any WIOA Title I financially assisted program or activity

AAWDC or its subgrantees must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

As a recipient of federal financial assistance, AAWDC must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, AAWDC is required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

What To Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIOA Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Milena Kornyl
Director/Equal Opportunity Officer
613 Global Way
Linthicum Heights, MD 21091
410-424-3240
mkornyl@aawdc.org

or

Director, Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue, NW, Room N-4123
Washington, DC 20210
or electronically as directed on the CRC Web
site at www.dol.gov/crc

If you file your complaint with AAWDC, you must wait either until AAWDC issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing the Civil Rights Center (see address above).

If AAWDC does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with AAWDC).

If AAWDC does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

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How AAWDC Handles All Other Complaints

AAWDC strives to provide high-quality services to all clients and customers of the Anne Arundel workforce development system. If you have questions or concerns about the services that you have received through AAWDC or the Anne Arundel County Career Centers, you may file a complaint within 60 days of the incident or occurrence with:

Jason Papanikolas
Policy and Compliance Analyst
613 Global Way
Linthicum Heights, MD 21090
410-424-3240
jpapanikolas@aawdc.org

You will receive a response within 30 days of submitting your complaint.

_____ By initialing here, I acknowledge that I have read and understood How AAWDC Handles All Other Complaints.

Name

Date