

Third Party Confidentiality Statement

All personal information (which includes the personal information of the customers/members of the Auburn Water System, Inc. in all forms), employee records, financial and operating data of Auburn Water System, Inc., and any other information of a private or sensitive nature is considered confidential. Confidential information shall not be used or disclosed unless specific permission to do so has been obtained and granted by the General Manager of Auburn Water System, Inc. Examples of inappropriate disclosures include:

- Discussing or revealing confidential information to friends or family members.
- Discussing or revealing confidential information to other coworkers or employees without a legitimate need to know.
- Using member information for marketing purposes without express permission from Auburn Water System, Inc. and the member.

The unauthorized disclosure of confidential information can subject an individual and the individual's employer to liability. Disclosure of confidential information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, may result in your immediate removal from the premises and/or revocation of current and future working privileges of the individual and/or company, and may lead to legal action and/or a duty for you to mitigate damages.

To the extent that the undersigned employer does not have adequate Privacy Policies or Identity Theft Prevention Programs in place, employer hereby adopts and ratifies the foregoing referenced policies of Auburn Water System, Inc. as its own for any and all services rendered to or for the benefit of Auburn Water System, Inc. or its employees or customers/members.

Confidentiality Agreement

I hereby acknowledge, by my signature below, that I have received a copy of and read Auburn Water System, Inc.'s Privacy Policy and Identity Theft Prevention Program and fully understand their respective terms and accept the obligations thereunder. I further acknowledge that I understand that customers'/members' personal information and other confidential or proprietary information of Auburn Water System, Inc., which I may see or hear or otherwise gain knowledge of in the course of my work with Auburn Water System, Inc., is to be kept confidential, and this confidentiality is a condition of my privilege to work with Auburn Water System, Inc. This information shall not be used or disclosed to anyone unless specifically authorized by the general manager of Auburn Water System, Inc. The unauthorized use or disclosure of customers'/members' personal information is grounds for immediate removal from the premises, revocation of all future working privileges, and legal action.

Third Party Employee Signature

Date

Print Name

Third Party Employer Signature

Date

Print Name and Position