

JUDICIAL BRANCH OF THE NAVAJO NATION

ADMINISTRATIVE OFFICES OF THE COURTS

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HONORABLE ALLEN SLOAN
Acting Chief Justice of the Navajo Nation

RALPH L. ROANHORSE
Director of Human Resources

JUDICIAL BRANCH CONFIDENTIALITY AGREEMENT

Employees of the Navajo Nation Judicial Branch have access to and may be in possession of confidential information, defined in the branch Employee Policies and Procedures (EPP) as information intended to be kept in confidence because of the special relation of trust in and reliance on the discretion of the court and its programs by the public; protected information as defined by the Navajo Nation Privacy Act at 2 N.N.C. § 85 and other relevant statutes; identifying personal information of a complainant or witness requested or required by law not to be disclosed; work product of justices and judges, law clerks, attorneys, or other employees including emails, notes, papers, discussions, verbal comments and memorandums; and privileged communications intended to be confidential among staff attorneys, justices, judges, judicial hearing officers, administrators, Supreme Court law clerks, and executive staff. As a recipient of PL93-638 contract funding, branch employees are also held to confidentiality by the Privacy Act of 1974 at 5 U.S.C. §552(a) and the Health Insurance Portability and Accountability Act of 1996 in regards to employee health information and administrative records; and the Indian Child Protection and Family Violence Prevention Act at 25 USC § 3202 in regards to the identity of persons reporting child abuse or neglect, without the consent of that individual, to any person other than a court or agencies authorized to have that information.

Pursuant to the EPP, no employee shall disclose to any unauthorized person any confidential information acquired in the course of employment or through unauthorized disclosure from another. Employees must be very careful when discussing all court and program matters. The communication of court matters outside of work is prohibited. In accordance with the EPP, any breach of confidential information is subject to disciplinary action.

By signing this document, I agree and acknowledge that I have read and understand the above statements, that the statements have been discussed with me by my immediate supervisor, and that I have had the opportunity to ask questions in order to fully understand my duties in regards to confidential information. I agree to abide by the above referenced policies and laws.

Employee's Name (Printed), Title, Signature and Date

Supervisor's Name (Printed), Title, Signature and Date

Director of Human Resources, Signature and Date