

## Certification of Removal of Third-Party Applications Containing Protected Personally Identifiable Information

For purposes of this certification, all applications outside of the Job Corps Career Development Service System (CDSS) suite of applications are considered third-party applications. Third-party applications containing Protected Personally Identifiable Information (PII) must be eliminated in order to comply with existing Department of Labor (DOL) policy. This definition encompasses all systems, applications, databases, spreadsheets, tables, archives, portable storage devices, or removable media that contain protected personally identifiable information. The CDSS suite of applications is the only sanctioned venue within which Job Corps protected PII may reside.

Please read the certification statement below. It is a self-attestation that all Job Corps protected PII under your possession or control has been destroyed in accordance with Job Corps policy. A principal of your organization must sign this certification. A principal may be defined as anyone whom has been granted authority to sign on behalf of their organization. This may include Center Directors, Outreach and Admissions/ Career Training Services (OA/CTS) Managers, company or corporate officials, or Program or Project Managers. Please sign your full name, the name of your company, your official title, and your contact phone number. The signed certification form must then be faxed to Job Corps Data Center (JCDC) Security at (512) 804-2002. **Forms must be returned by May 11, 2007.**

***“I, \_\_\_\_\_, do attest and certify that all data within third-party applications within my possession or under my control containing Job Corps protected personally identifiable information (PII) have been removed and destroyed in accordance with existing Job Corps policy. I acknowledge that this definition encompasses all systems, applications, databases, spreadsheets, tables, archives, portable storage devices, or removable media that contain protected PII.”***

**Signed,**

\_\_\_\_\_ (Signature of Principal System Owner)

\_\_\_\_\_ (Title of Principal System Owner)

\_\_\_\_\_ (Name of Organization)

Attachment A

\_\_\_\_\_ (Contact Phone Number)

\_\_\_\_\_ (Contact E-mail email address)

\_\_\_\_\_ (Date of Certification)

**The principal system owner must fax this signed and completed form to JCDC Security at (512) 804-2002. Forms must be returned by May 11, 2007.**