



# ADVISORY BULLETIN



## CORPORATE ADMINISTRATIVE HEADQUARTERS

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**POSTED TO INTERNET WEB SITE: UCAC.COM**

## DOCUMENT SECURITY POLICY CONFIRMATION

### CONFIDENTIALITY OF DOCUMENTS RELATIVE TO THE ADMINISTRATION AND AUDITING OF UNEMPLOYMENT COMPENSATION BENEFITS AND TAXATION

In compliance with State and Federal Statutes governing the administration of unemployment claims, benefit charges, and taxation, UCAC, INC. will maintain the confidentiality of all documents related thereto; and will use such information received pursuant to the carrying out of services described in this Unemployment Compensation Cost Control Administration and Management Advisory Services Agreement solely and without exception, for those matters that are within the scope of the statutory provisions of all appropriate jurisdictions. Access to such information shall be on a need-to-know basis; and prompt disciplinary action to the extent permitted by applicable statutes will be taken in all known cases of violations by employees of UCAC, INC.

**THANK YOU FOR PERMITTING UCAC, INC. TO SERVE YOUR COMPANY IN THE  
CONTROL AND REDUCTION OF UNEMPLOYMENT COMPENSATION COSTS.**