

**California Department of Industrial Relations
Division of Workers' Compensation**

**EDEX CLIENT ACKNOWLEDGMENT OF LEGAL CONSTRAINTS
ON ACCESS TO INFORMATION AND USE OF INFORMATION**

A. Information for EDEX Clients.

The DWC Electronic Data Exchange (EDEX) allows access to certain WCAB records via electronic transmissions performed by a Subscriber. The Subscriber's transmissions requesting electronic data from the WCAB are considered requests pursuant to the California Public Records Act (Government Code §6250 et seq.) for access to public records of the WCAB. The Public Records Act encourages public access to information in the possession of public agencies. However, Government Code Section 6255 authorizes denial of access to public records if the public agency determines by the facts of a particular case that the ultimate use of the information does not serve a legitimate purpose.

Since Subscriber will be seeking electronic access to public records available through EDEX on your behalf, you must certify by signing this Acknowledgment that you will not seek or use EDEX information contrary to state or federal law, and that you will abide by the conditions of access to information set forth in this agreement.

B. Identifying Information.

Subscriber Name: _____ **Subscriber Account #:** _____

Client Identification Number: _____ [DWC Use Only]

Client Name: _____

Client Address: _____

Contact Person: _____

Phone Number: _____

Owner(s), Partners(s), Corporate Officers/Title(s): _____

Licenses: If Client is licensed by the State of California, or if Client holds a license issued under the Business and Professions Code (such as a license issued by the Medical Board, or the State Board of Chiropractic Examiners), or the State Bar of California, provide the name of the agency issuing the license, type of license, license number and date license expires.

What type of business is client engaged in?

Client represents that it will be seeking information through EDEX for the following purposes:

C. CONDITIONS OF CLIENT ACCESS TO RECORDS OBTAINED BY SUBSCRIBER THROUGH EDEX

Client agrees to seek and use information obtained through EDEX for lawful purposes only, and agrees not to sell or otherwise make the information available to anyone other than the client whose client identification number was used in the transmission soliciting the information. With respect to use of the information, Client agrees that it shall not violate any provisions of the federal Americans With Disabilities Act, the federal Equal Employment Opportunity Act, the Federal Fair Credit Reporting Act, the California Fair Employment and Housing Act, or any privacy or confidentiality laws, now in existence or hereafter adopted.

Client agrees that, if Client receives information for employment screening purposes, Client shall use the information for lawful purposes only, specifically complying with the federal Americans with Disabilities Act, the federal Equal Employment Opportunity Act, the federal Fair Credit Reporting Act, the California Fair Employment and Housing Act, or any privacy or confidentiality laws, now in effect or hereafter adopted. Client, by signature below, promises under penalty of perjury, that :

- a. Client will not seek or obtain information through EDEX unless and until it has made a conditional offer of employment to the subject of the information;
- b. The information obtained through EDEX will only be used in a manner consistent with the Americans with Disabilities Act, for example to: determine the truthfulness of information on the related job application, determine whether the prospective employee is capable of performing the essential functions of the job with or without reasonable accommodations, and/or, determine if the prospective employee would create a significant risk of substantial harm to the health or safety of himself or others in the workplace setting, which risk could not be reduced or eliminated with reasonable accommodation;
- c. If the information obtained through EDEX results in a rescission of the conditional offer of employment, the subject of the information shall be notified of such and given free access (such as a toll free number to call) to request and obtain a free copy of the information.

Any misuse of DWC records by Client or its officers, agents, employees, and/or representatives may result in immediate revocation of the Client's identification number and denial of access to electronic records.

Client shall not sell or provide to others the information it receives from subscriber through EDEX. Client is the end user of the information obtained through EDEX. **In the event that there is a change of EDEX Subscriber, Client shall immediately provide written notification to the EDEX Administrator of this change. Address: EDEX Administrator, P.O. Box 420603, San Francisco, CA 94142.**

Client shall maintain, for two (2) years from the date of each request for EDEX information, records of the requests, which records must include Client's identification number, dates of request, type of information requested, and the business reasons for the information requests. Client's information request records shall be subject to inspection, copying and audit by DWC for a period of two (2) years.

Client shall accommodate electronic or manual audits of Client at the discretion of DWC and on one (1) business day's notice. Client agrees to allow on-site audits by DWC during regular business hours. Client shall maintain the security and integrity of the information which it receives. Violation of any of the Conditions of Access, whether by omission or commission, may result in revocation of the Client Identification Number. DWC may pursue any appropriate legal remedy.

Client agrees to comply with any copyright notices that may be included in any record description format and all other materials provided by DWC through EDEX.

I, the undersigned, declare under penalty of perjury under the laws of the State of California, that I:
1) shall abide by the Conditions of Client Access to Records set forth above, 2) that I shall not seek, use, or disseminate information accessed through EDEX for illegal or unlawful purposes, and 3) that the representations made in this document are true and correct.

CLIENT SIGNATURE

Executed under penalty of perjury at County of _____,
City of _____, State of _____
on _____, 19 ____.

Authorized Client Signature/Title

EDEX CLIENT LIST

Subscriber must provide the name and address of each of its clients (those filing notices of liens OR inquiries via EDEX). An identification number will be assigned to each client for use in the EDEX process; each transmission must include the proper client identification number. Certain clients must also sign an EDEX Client Acknowledgment of Legal Constraints on Access to Information and Use of Information. A client must execute an EDEX Client Acknowledgment if the Subscriber will be making any inquiry on behalf of the client regarding a case in which the client is neither a lien claimant nor a party.

Subscriber, check box if applicable:

Subscriber does not have "clients" but will be making inquiries and/or filing notices of liens on its own behalf and requests that it be assigned its own client identification number. (List Subscriber as "Client" below.)

SUBSCRIBER NAME: _____

ACCOUNT NUMBER (If known) _____

CLIENT ID # _____ [DWC USE ONLY]

Lien Claimant Case Party Other*

CLIENT NAME: _____

CLIENT ADDRESS: _____

PHONE # _____ FAX: _____

CLIENT ID # _____ [DWC USE ONLY]

Lien Claimant Case Party Other*

CLIENT NAME: _____

CLIENT ADDRESS: _____

PHONE # _____ FAX: _____

CLIENT ID # _____ [DWC USE ONLY]

Lien Claimant Case Party Other*

CLIENT NAME: _____

CLIENT ADDRESS: _____

PHONE # _____ FAX: _____

* A signed EDEX Client Acknowledgment must be attached for each client designated as "other".

ATTACH ADDITIONAL SHEETS AS NECESSARY

Subscriber Signature / Title

Date