



February 4, 2021

Attn: Payroll Manager
Con_Firm
Con_Address
Con_City, Con_State Con_Zipcode

Dear Payroll Manager:

Recently when you were contacted by the Bureau of Labor Statistics' Data Collection Center in Atlanta, Georgia, you indicated that you would like information about our procedures to ensure confidentiality of your firm's data. We appreciate your concerns and welcome the opportunity to address them.

The Atlanta Data Collection Center has been established by the Bureau of Labor Statistics (BLS) to collect monthly employment, hires, job openings, quits, lay-offs and discharges, and other separations for the Job Openings and Labor Turnover Survey (JOLTS). Estimates from the survey are announced on a monthly basis, and sometimes media reports refer to the JOLTS estimates in discussions regarding the nation's employment characteristics.

We ask you to provide this information monthly. We pledge to employers that the data they provide will be used only for statistical purposes and that the identity of individual companies will not be revealed without your informed consent in accordance with the Confidential Information Protection and Statistical Efficiency Act (Title 5 of Public Law 107-347). Section 513 of that Act specifies that any knowing and willful disclosure of confidential respondent information to an unauthorized person is a felony punishable by fines up to \$250,000 and imprisonment up to 5 years, or both.

I assure you that we incorporate significant electronic safeguards to protect all data, including firewall protection and continuous virus scanning. For physical security, we shred all firm information, including names and addresses. Office access is electronically limited to sworn employees and agents with electronic access cards displaying a photo ID.

Your assistance in providing data for the JOLTS program is greatly appreciated.

Sincerely yours,

<<insert name>>

Data Collection Center Director

For more information: <http://www.bls.gov>

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