

**OFFICE CONFIDENTIALITY AGREEMENT FOR LICENSED CONSTABLES AND SHERIFFS**

Nantucket Sheriff (the "licensed Constable or Sheriff's Office") hereby acknowledges that, in the performance of its duties as a server of process under a Compliance Agreement with the Massachusetts Department of Revenue's Child Support Enforcement Division ("DOR"), the licensed Constable or Sheriff's Office, and its Employees, agents, or associates serving civil process or completing invoices in a case filed by DOR may have access to DOR's confidential information. For the purpose of this Agreement, the term "DOR Information" means any personally identifiable information the licensed Constable or Sheriff's Office receives from DOR or collects on behalf of DOR, including, without limitation, state and federal tax information, health insurance coverage information, wage reporting information, financial institution match information, 14-day new hire information, state and federal child support information, Federal Parent Locator Service information, Registry of Motor Vehicles information, unemployment insurance compensation information, information received from Commonwealth entities, and other states and entities, as well as "personal data" as defined in G.L. c. 66A and "personal information" as defined in M.G.L. c. 93H.

The term Employees for the purpose of this Agreement includes an independent contractor or consultant, and all full and part-time employees, volunteers, trainees, interns, members, directors, officers, principals, partners, or agents of the licensed Constable or Sheriff's Office, or other person under its control or on its premises.

**A. REQUIREMENTS**

In performance of the Compliance Agreement the Licensed Constable or Sheriff's Office agree(s) to comply with and assume responsibility for compliance by its Employees with the following requirements.

- 1) All services will be performed under the supervision of authorized Employees (defined as an Employee that has a legitimate business reason to access the DOR Information under the Compliance Agreement).
- 2) All DOR Information made available in any format shall be used only for the purpose of carrying out the provisions of the Compliance Agreement. This DOR Information will be treated as confidential and will not be divulged or made known in any manner to any person except as may be necessary in the performance of services under the Compliance Agreement. The Licensed Constable or Sheriff's Office shall protect the confidentiality of the DOR Information in accordance with DOR requirements by agreeing to take commercially reasonable steps to ensure the confidentiality of the DOR Information. "Browsing" (defined as an unauthorized willful inspection) by or disclosure to anyone other than an authorized Employee is prohibited.
- 3) The Licensed Constable or Sheriff's Office shall abide by all applicable statutes and regulations that prohibit the unauthorized use, disclosure or browsing (defined as having not legitimate business reason to use, disclose or browse) of the DOR Information. Employees and other persons under the Licensed Constable or Sheriff's Office's control or on its premises who may have access to the DOR Information shall be required to agree that they will also abide by such statutes and regulations. In this regard, the Licensed Constable or Sheriff's Office agrees to take commercially reasonable steps to prohibit Employees or other persons under the Licensed Constable or Sheriff's Office's control or on its premises from unlawfully using, disclosing, or browsing the DOR Information.
- 4) No services involving the DOR Information will be subcontracted without DOR's prior written approval. The Licensed Constable or Sheriff's Office will be responsible for its authorized subcontractor's compliance with applicable statutes, regulations, and DOR requirements.
- 5) The Licensed Constable or Sheriff's Office will maintain an up-to-date list of Employees authorized to access the DOR Information. The Licensed Constable or Sheriff's Office will provide such list to DOR upon request.
- 6) The Licensed Constable or Sheriff's Office agrees that during the term of the Compliance Agreement that it will comply with the notification requirements of M.G.L. c. 93H (Security Breaches) and the regulations promulgated thereunder, Executive Order 504, 201 CMR 17.00 and any subsequent related regulations or amendments.
- 7) DOR shall have the right to send its officers and employees into the offices and facilities of the Licensed Constable or Sheriff's Office to inspect facilities and operations performing any services under the Compliance Agreement for compliance with the requirements outlined in the Compliance Agreement, and/or this Agreement. On the basis of such inspection, corrective actions may be required in cases where the Licensed Constable or Sheriff's Office is found to be noncompliant with the DOR safeguards.

- 8) The Licensed Constable or Sheriff's Office also agrees to apply all confidentiality and security provisions to the DOR Information, even beyond the expiration or termination of the Compliance Agreement.

**B. ACKNOWLEDGEMENTS AND SIGNATURES**

By signing this Agreement, the Licensed Constable or Sheriff's Office affirms that all Employees, including an Employee hired after the date of this Agreement, who will perform services under the Compliance Agreement, will have undergone background checks satisfactory to DOR in accordance with the Compliance Agreement, and will have signed the "Confidentiality Agreement for Licensed Constables and Sheriffs" before they can perform services under the Compliance Agreement and/or access the DOR Information. The Licensed Constable or Sheriff's Office will store the original signed Confidentiality Agreements, and will return copies to DOR.

The Licensed Constable or Sheriff's Office agrees to comply with and assume responsibility for compliance by its Employees with the requirements detailed in the Compliance Agreement. I agree that I will inform all Employees who may have access to the DOR Information about DOR's confidentiality statutes and regulations relating the unauthorized disclosure or use of the DOR information.

I attest that I am in a position to assume responsibility for, and ensure compliance with, this Agreement and that I am authorized to sign this Agreement on behalf of the Licensed Constable or Sheriff's Office. I am aware that a violation of this Agreement may result in the termination of the Compliance Agreement and prohibiting the Licensed Constable or Sheriff's Office from entering into any future Compliance Agreements with the Commonwealth.

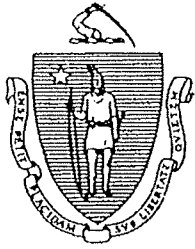
Nantucket Sheriff Dept.  
Name of licensed Constable or Sheriff's Office

By: James A. Perelman  
Signature of Authorized Official

James A. Perelman  
(Print Name)

Nantucket Sheriff  
(Print Title)

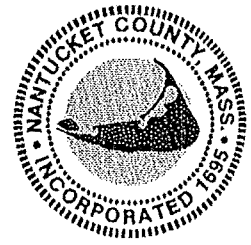
11/19/19  
(Date)



SHERIFF  
JAMES A. PERELMAN

THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE SHERIFF  
*County of Nantucket*

20 SOUTH WATER STREET  
PO BOX 419  
NANTUCKET, MA 02554  
508-228-7263



NSD Staff handling Department of Revenue Civil Process

November 25, 2019

- 1) Sheriff James A. Perelman  
[perelman@islandsheriff.com](mailto:perelman@islandsheriff.com)
- 2) Special Sheriff Richard Harrington  
[rharrington@islandsheriff.com](mailto:rharrington@islandsheriff.com)
- 3) Deputy Brenda A. Garnett  
[bgarnett@islandsheriff.com](mailto:bgarnett@islandsheriff.com)
- 4) Deputy Sandra J. Daub  
[nantucket@islandsheriff.com](mailto:nantucket@islandsheriff.com)

DEPARTMENT OF REVENUE CHILD SUPPORT ENFORCEMENT DIVISION  
APPLICATION FOR LICENSED SHERIFFS 2020 - 2022

PERSONAL INFORMATION

Name: Sandra Daub

Home address: [REDACTED]

City: [REDACTED]

Telephone: [REDACTED]

Social Security: [REDACTED]

BUSINESS CONTACT INFORMATION  
(DOR will mail documents to be served to this address)

Business address: 20 South Water Street

City: Nantucket

State: MA

ZIP Code: 02554

Telephone: 508-228-7263

Fax: 508-325-5338

Cell phone: [REDACTED]

E-mail: nantucket@islandsheriff.com

COMPLIANCE AGREEMENT

I, the undersigned, hereby agree to accept the fees, terms, and conditions as outlined by the Child Support Enforcement Division of the Massachusetts Department of Revenue's (DOR) Licensed Constable and Sheriff Handbook, including the Standards of Confidentiality for Licensed Constables and Sheriffs Calendar Years 2020-2022, Standards of Conduct for Licensed Constables and Sheriffs Calendar Years 2020-2022, Service of Process Fee Schedule for Licensed Constables and Sheriffs for Calendar Years 2020-2022, Confidentiality Agreement for Licensed Constables and Sheriffs, and to comply with any updates or additions thereto to the above-mentioned documents, in the performance of my duties in the service of process for DOR, and if applicable, to require such compliance from my employees, agents, and associates.

I understand that if I, or my employees, agents or associates, fail to comply with any of the fees, terms and conditions outlined in the above-mentioned documents in the service of civil process for DOR, it will result in the termination of my and my employees, agents or associates' services. Further, I understand that any service that violates any of the above-mentioned standards will not be subject to payment of the fee.

Signature: Sandra J. Daub

Date: 12/3/19

**DEPARTMENT OF REVENUE CHILD SUPPORT ENFORCEMENT DIVISION  
APPLICATION FOR LICENSED SHERIFFS 2020 - 2022**

**PERSONAL INFORMATION**

Name: Brenda A. Garwett

Home address: [REDACTED]

City: [REDACTED] State: [REDACTED] ZIP Code: [REDACTED]

Telephone: [REDACTED]

Social Security Number (SSN): [REDACTED]

**BUSINESS CONTACT INFORMATION  
(DOR will mail documents to be served to this address)**

Business address: 20 South Water Street

City: Nantucket State: MA ZIP Code: 02554

Telephone: 508.228.7263 Fax: 508.325-5338

Cell phone: [REDACTED] E-mail: bgarwett@islandsheriff.com

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I understand that if I, or my employees, agents or associates, fail to comply with any of the fees, terms and conditions outlined in the above-mentioned documents in the service of civil process for DOR, it will result in the termination of my and my employees, agents or associates' services. Further, I understand that any service that violates any of the above-mentioned standards will not be subject to payment of the fee.

Signature: Brenda A. Garwett

Date: Nov. 19, 2019

**DEPARTMENT OF REVENUE CHILD SUPPORT ENFORCEMENT DIVISION  
APPLICATION FOR LICENSED SHERIFFS 2020 - 2022**

**PERSONAL INFORMATION**

Name: Richard Harrington

Home address: [REDACTED]

[REDACTED]

Telephone: [REDACTED]

Social Security Number (SSN): [REDACTED]

**BUSINESS CONTACT INFORMATION**  
(DOR will mail documents to be served to this address)

Business address: Nantucket Sheriff Dept. 20 South Water St. PO Box 419

City: Nantucket

State: MA

ZIP Code: 02554

Telephone: 508-228-7263

Fax: 508-325-5338

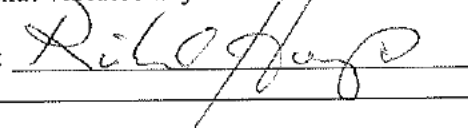
Cell phone: [REDACTED]

E-mail: rharrington@islandsheriff.com

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Signature: 

Date: 11/19/19

**DEPARTMENT OF REVENUE CHILD SUPPORT ENFORCEMENT DIVISION  
APPLICATION FOR LICENSED SHERIFFS 2020 - 2022**

**PERSONAL INFORMATION**

Name: James A. Perelman

Home address: [REDACTED]

[REDACTED]

Telephone: [REDACTED]

Social Security: [REDACTED]

**BUSINESS CONTACT INFORMATION**  
(DOR will mail documents to be served to this address)

Business address: 20 South Water Street

City: Norfolk

State: MA

ZIP Code: 02554

Telephone: 508-228-7263

Fax: 508-325-5338

Cell phone: [REDACTED]

E-mail: perelman@islandsheriff.com

**COMPLIANCE AGREEMENT**

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Signature: James A. Perelman

Date: 11-22-19