



INFORMATION ACCESS AND NON-DISCLOSURE AGREEMENT

I acknowledge that as an employee or consultant/contractor I have been granted access to Departmental information, and it is expected that I will meet the requirements of all applicable State of Arizona and ADOT policies, standards and procedures for securing, managing and handling this information. As such, I agree to the following conduct and restrictions. I will:

1. Only access information and files for which I have been given specific authority based upon a business need and my job duties and responsibilities.
2. Not discuss, divulge, copy, release, sell or loan any Departmental information except as properly authorized within the scope of my job duties and responsibilities.
3. Not misuse or carelessly handle Departmental information.
4. Not release or disclose Departmental information to unauthorized personnel.
5. Store, send and dispose of system and written information in a secure manner with proper regard for privacy and confidentiality and in accordance with applicable policies, standards and procedures.
6. Not disclose any personal information contained in any system of record except as authorized.
7. Safeguard my user password(s) and any other security mechanism(s) that controls my access to Departmental information.
8. Protect all Departmental information in accordance with applicable state and federal laws.
9. Report any security system breach, computer infection or theft of information immediately to my supervisor and the Information Technology Group's Infrastructure Protection Unit.

I understand that I am responsible and accountable for all actions that I undertake on an information technology resource (e.g., computer system, or application system, etc.).

I further understand that failure to adhere to these obligations may result in the immediate revocation of my computing privileges and disciplinary action up to and including termination of employment (employee) or contract termination (contracted individual). Additionally, I understand that unauthorized information access or computer tampering may result in criminal prosecution and legal action in accordance with applicable State laws and regulations.

By signing below, I confirm that I have read this agreement, understand it, and agree to comply with its terms and conditions.

Printed Name

Signature

Date