



SECURITY AGREEMENT FORM

The Department of Children and Families has authorized you:

Employee's Name/Organization

to have access to sensitive data through the use of computer-related media (e.g., printed reports, microfiche, system inquiry, on-line update, or any magnetic media).

Computer crimes are a violation of the department's Standards of Conduct and, in addition to departmental discipline, the commission of computer crimes may result in Federal and/or State felony criminal charges.

I understand that a security violation may result in criminal prosecution according to the provisions of Federal and State statutes and may also result in disciplinary action against me according to the department's Standards of Conduct in the Employee Handbook.

By my signature below, I acknowledge that I have received, read, understand and agree to be bound by the following:

- The Computer Related Crimes Act, Chapter 815, F.S.
- Sections 7213, 7213A, and 7431 of the Internal Revenue Code, which provide civil and criminal penalties for unauthorized inspection or disclosure of Federal tax data.
- 6103(l)(7) of the Internal Revenue Code, which provides confidentiality and disclosure of returns and return information.
- CFOP 50-2 and 50-6
- It is the policy of the Department of Children and Families that no contract employee shall be allowed access to IRS tax information or FDLE information, unless such contract employee is formally approved in writing, by name and position, to access specified information as authorized by regulation and/or statute.
- It is the policy of the Department of Children and Families is that personal passwords are not to be disclosed.
- It is the policy of the Department of Children and Families that information is not to be obtained for my own or another person's personal use.
- I will only access or view information or data that I am authorized, and have a legitimate business reason in the course of the performance of my duties. I shall maintain the integrity of all confidential and sensitive information accessed.
- The "casual viewing" of employee or client data, even data that is not confidential or otherwise exempt from disclosure as a public record, constitutes misuse of access, is not acceptable, and will not be tolerated.
- It is the policy of the Department of Children and Families that database queries will be performed on a regular basis to identify misuse of access.

PRIVACY ACT STATEMENT: Disclosure of your social security number is voluntary, but must be provided in order to gain access to department systems. The number is requested pursuant to Section 282.318, Florida Statutes, the Security of Data and Information Technology Resources Act. The Department will request your social security number so that we may provide you secure access to data systems. This will prevent unauthorized access to confidential and sensitive information collected and stored by the Department and provide the Department a unique identifier in our systems.

Print Employee Name

Signature of Employee

Date

Print Supervisor Name

Signature of Supervisor

Date