



# PennDOT Record Information Confidentiality Agreement

Form 11-03

The Pennsylvania Department of Transportation (PennDOT) collects confidential and personal information from the public to administer the various programs for which it has responsibility. PennDOT is committed to protect this information from unauthorized access, use, or disclosure. Users of PennDOT's confidential information systems are responsible for maintaining record privacy and upholding the laws designed to protect individuals' privacy.

Please remember that as users of PennDOT's confidential information systems, you are responsible for maintaining record privacy and upholding the laws designed to protect individuals' privacy.

The following policies have been adopted to address employees' responsibilities for handling and protecting information obtained from PennDOT. **I understand the following are my responsibilities:**

1. I may access information only when necessary to accomplish the responsibilities of my employment. I may not access or use information from PennDOT for personal reasons or to assist my family or friends. (Examples of inappropriate use, access or misuse of PennDOT information include, but are not limited to: making personal inquiries on the records of myself, my friends or relatives; accessing information about another person, including locating their residence, for any reason such as sending birthday cards, determining the age of the record holder, just being curious or any other reason that is not related to my job responsibilities.)
2. I will keep my **password confidential**. I must take reasonable precautions to maintain the secrecy of my password. Reasonable precautions include not telling or allowing others to view my password; securing my terminal; storing user documentation to sensitive programs in a secure place; and reporting any suspicious circumstances or unauthorized individuals I have observed in the work area to my supervisor.
3. I understand that any residence address or driver history, in any record obtained from PennDOT is confidential information.

I have read and understand the PennDOT Record Information Confidentiality policy stated above and agree to abide by the requirements set forth therein. I understand that disciplinary action, up to and including termination, may be taken if I fail to abide by any of the requirements of this policy.

<b>NAME (PRINT)</b>	<b>AGENCY/ORGANIZATION</b>	<b>DATE</b>
<b>USER SIGNATURE</b>	<b>PHONE NUMBER</b>	

**NOTE:** *A copy of this document must be placed in the user's personnel file, and the original must be returned to the PA DUI Association.*