

## VIIS User Acknowledgement Page

I have read and understand the Information Systems Security Access Agreement and the VIIS Security Policy and User Confidentiality Agreement.

- A copy of this agreement has been provided to me.
- The VIIS Administrator at the user site will terminate access for an authorized user who no longer requires access.
- Users will make every effort to protect VIIS screens from unauthorized view.
- Should a material breach of personal privacy/confidentiality occur, the offending party must immediately notify the client and VDH/ DOI designee. Violators of this policy will be restricted from VIIS by the System Administrator at the offender's site.
- The VIIS Administrator will be notified immediately if unauthorized entry into the system is suspected.

It is agreed to not disclose any confidential, restricted or sensitive data to unauthorized persons. It is agreed to not disclose information concerning any access control mechanism of which we have knowledge unless properly authorized to do so, and we will not use access mechanisms, which have not been expressly assigned. VDH systems will not be used for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates or issues.

We agree to abide by all applicable Federal and Commonwealth of Virginia Laws, and VDH agency policies, procedures and standards that relate to the security of VDH information systems and the data contained therein.

If incidents of non-compliance or data breach with the terms of this agreement are observed, we are responsible for immediately reporting them to the information Security Officer and management of VDH.

Consent is given to the monitoring of all activities on VDH information systems, and any other systems accessed through VDH systems.

By accepting this agreement, it is hereby certified that we (the contracting vendor) understand the preceding terms and provisions and that we accept the responsibility of adhering to the same. We further acknowledge that any infractions of this agreement can and will result in actions being taken according to Federal and State Laws governing Information Systems Protection, including but not limited to the termination of access privileges and or criminal prosecution.

\_\_\_\_\_  
Employee/Consultant Name (Print)

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Employee/Consultant Signature

\_\_\_\_\_  
Division Name