

## INFORMATION ACCESS AND SECURITY AGREEMENT

**The State Administrative Manual (SAM) Section 4841.2 requires that State agencies acquire written agreements with non-State entities (for example, vendors, consultants, researchers, federal and local government entities, or other state entities) before agencies allow access to State data. This agreement fulfills the requirement for query access requests from all non-CDCR entities, including non-State entities. Alternate agreements are required for all other access requests, including requests to transmit and store CDCR data. Refer to Department Operations Manual (DOM), §§ 49020.9 and 49020.10.**

New Request     Renewal Request

Requestor: \_\_\_\_\_ Company/Affiliation: BPH-Board of Parole Hearings  
E-mail: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Contract/Agreement No. (if applicable): \_\_\_\_\_

I agree to the following terms and conditions:

- I shall comply with all State policies and laws regarding use of State information resources and data.
- I agree not to store, distribute, or share information obtained through this agreement and access authorization in any way without prior written approval from California Department of Corrections and Rehabilitation (CDCR) and shall hold this information in strict confidence.
- I agree to use CDCR information and information access for authorized purposes only.
- I agree to exercise all precautions necessary to assure the protection of CDCR information in my care from unauthorized disclosure, access, modification, and destruction.
- I agree to use my user ID and password to access this system only while completing my assigned duties. I understand that my user ID and password may not be shared with or used by any other person.
- I agree to notify CDCR promptly if information obtained through this agreement is compromised, lost, or stolen. This includes unauthorized use of the CDCR-provided user ID and password.
- I understand that unauthorized access or disclosure of information provided to me by CDCR may be a public offense punishable under Section 502 of the California Penal Code.
- I understand that CDCR may monitor my access at any time, with or without notice, for the purpose of ensuring compliance with agreement.
- I also understand that this agreement must be renewed annually each year that I am provided access to CDCR information. I further acknowledge that I have received and reviewed a copy of the attached CDCR Information Security Policies.

**Requestor's Signature:**

\_\_\_\_\_  
(Name) (Date)

### For CDCR Use Only

SYSTEM ACCESS AUTHORIZED BY: \_\_\_\_\_  
SYSTEM TO BE ACCESSED: \_\_\_\_\_  
ASSIGNED USER ID: \_\_\_\_\_  
ACCESS ACCOUNT CREATED BY: \_\_\_\_\_

The data to be accessed contains confidential or personal information:     Yes     No