



Confidentiality, Non-Disclosure and Acceptable Use Agreement

2019

EMPLOYEE/CONTRACTOR:	EMPLOYER:	BUSINESS PHONE NUMBER (including area code)									
<input type="checkbox"/> Existing	<input type="checkbox"/> CalSTRS										
<input type="checkbox"/> New	<input type="checkbox"/> Other (specify)										

By signing this form I hereby acknowledge that confidential, sensitive, and personally identifiable information is protected from disclosure by law, regulation and policy. I further acknowledge that protecting this information is in the member's interest, the State's interest and my own personal interest. I also acknowledge that CalSTRS strictly enforces information security. I understand that accessing member accounts of family, friends and acquaintances is strictly forbidden and may result in consequences including termination.

I, _____ agree to protect from disclosure all confidential, sensitive, and personally identifiable information including, but not limited to:

- Member account information.
- Claimant and employer information.
- Information about individuals that relates to their personal life or identifies or describes an individual.
- Other agencies' confidential and proprietary information.
- Employee personnel, medical, or other personally identifiable information.
- Methods agencies use to safeguard information, including systems, networks and server configurations, etc.
- All security-related devices or information, such as tokens, access cards, User IDs, or related passwords.

I, _____ agree to protect the foregoing information in the following ways:

- Access, inspect, use, store, disclose, or modify information *only* to perform official duties.
- Never access, attempt to access, inspect, store, use, disclose, or modify information, including my own, for curiosity, personal gain, or any non-business related reason.
- Never remove or transport documents containing confidential, sensitive or personal information from CalSTRS or an approved CalSTRS facility without express written permission.
- Video or photographs of non-public areas of CalSTRS is only permitted with CalSTRS issued devices and only if authorized by your management.
- Never make audio recordings of CalSTRS' employees or non-public activities without express written permission.
- Secure confidential, sensitive, and personal information in approved locations as defined by Enterprise Information Management.
- Comply with all CalSTRS policies, standards and procedures for secure transportation, handling and destruction of all data.
- Return all security devices and immediately cease using User ID and password upon separation from CalSTRS.
- Always lock (Ctrl + Alt + Del) computer systems that I have accessed when unattended.

I, _____ acknowledge that unauthorized access, inspection, use, storage, disclosure, or modification of confidential, sensitive, non-public, or personal information, including my own, or any attempt to engage in such acts is prohibited and may result in:

- Administrative discipline, including but not limited to: *reprimand, suspension without pay, salary reduction, demotion, and/or dismissal from state service.*
- Criminal prosecution.
- Civil lawsuit.
- Termination of contract.

I, _____ acknowledge acceptable activities are those in accordance with the laws and policies of the United States Government and the State of California, and consistent with the purpose, goals, and mission of CalSTRS; as appropriate to my assigned job duties and responsibilities.

I, _____ expressly consent to CalSTRS monitoring of my activities on all devices including, but not limited to: access, phone, email, systems, network, and server information. I also have no expectation of privacy regarding information created, used, and stored using CalSTRS resources.

REFERENCE

CalSTRS' Information Security Policy; Civil Code section 1798 et seq; Education Code section 22306, Government Code section 11019.9; and State Administrative Manual section 5300-5360.1

CERTIFICATION

I certify that I have read this document and understand information security is strictly enforced. Wrongful access, inspection, use, modification, disclosure, or mishandling of confidential, sensitive, and personal information, or attempts to engage in such acts, is inappropriate and may result in disciplinary and/or legal action taken against me.

Employee/Contractor Name (print) Signature Date

Supervisor Name (print) Signature Date

ROUTE or MAIL to: CalSTRS Information Security Office, MS-3, PO Box 15275, Sacramento, CA 95851-0275



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REQUIREMENT

All CalSTRS employees, contractors, and business partners are required to read and sign the CalSTRS Confidentiality, Non-Disclosure, and Acceptable Use Agreement (ISO 1949) when they start work with CalSTRS and annually thereafter.

SCHEDULE

New employees, contractors, and business partners must have a completed form (ISO 1949) on file with the Information Security Office (ISO) prior to being granted access to any CalSTRS systems or engaging in any work involving confidential, sensitive, or personal information.

Annually, a pre-filing announcement will be included as part of the CalSTRS Annual Policy Recertification Acknowledgement process:

- Completed forms are due 30 days from the pre-filing announcement date;
- Non-filer reporting to executive management one week following the due date;
- Non-filers will have access and services disabled 30 days from the due date.

INSTRUCTIONS

1. Print and read the “Confidentiality, Non-Disclosure and Acceptable Use Agreement” (ISO 1949)
2. Complete all sections on the agreement:
 - Identify if you are an existing or new employee/contractor
 - Select employer type (if Other, enter employer’s name)
 - Print your phone number
 - Initial on the designated space next each paragraph to signify that you have read and understand the information and requirements;
 - Print Employee/Contractor full name, signature, and date of signature;
 - Print Supervisor full name, signature, and date of signature.

Incomplete or unsigned forms will be returned.

WHERE TO FILE

Route or mail completed forms to:

CalSTRS Information Security Office, MS-3
PO Box 15275
Sacramento, CA 95851-0275

ASSISTANCE

Contact the Information Security Office at (916) 414-1999 (or) iso-operations@calstrs.com if you have questions or need assistance completing the form.