

# Data Sharing Non-Disclosure Agreement

I have been made aware and understand that applicable laws, rules and ADOA [directives](#) bind all ADOA and non-ADOA personnel who have access to the Human Resources Information Solution (HRIS). I agree to abide by all applicable laws, rules and ADOA directives, and pledge to refrain from any and all of the following:

1. Revealing data to any person or persons outside or within the agency who have not been specifically authorized to receive such data.
2. Attempting or achieving access to data not germane to my mandated job duties.
3. Entering/altering/erasing data for direct or indirect personal gain or advantage.
4. Entering/altering/erasing data maliciously or in retribution for real or imagined abuse or for personal amusement.
5. Using computers, printers, and/or other equipment for other than work-related purposes.
6. Using another person's personal data access control identifier (Power User ID or EIN) and password.
7. Revealing my personal data access control identifier (Power User ID or EIN) and/or password.

Appropriate action will be taken to ensure that applicable federal and state laws, regulations and directives governing confidentiality and security are enforced. A breach of procedures occurring pursuant to this Agreement or misuse of department property including computer programs, equipment and/or data, may result in disciplinary action including dismissal, and/or prosecution in accordance with any applicable provision of law including Arizona Revised Statutes, §13-2316.

My acknowledgment confirms that I accept responsibility for adhering to all applicable laws, rules and ADOA directives. Failure to accept this agreement will mean I will not be permitted access to ADOA-produced media, computer equipment and software.