

**Commonwealth of Virginia  
Department of Health  
Information Systems Security Access Agreement**

As a user of the Virginia Department of Health (VDH) information systems, it is understood and agreed, to abide by VDH Security Policy and the following terms, which govern access to and use of, the information and computer services of VDH.

Access is being granted by VDH as a necessary privilege in order to perform authorized service functions for VDH. Passwords and logon IDs should not be shared. It is prohibited to use or knowingly permit use of any assigned or entrusted access control mechanisms (such as Logon IDs, passwords, terminal IDs or file protection) for any purposes other than those required to perform authorized service functions. It is agreed that passwords will be changed immediately if they are compromised and notification will be sent to the Office of Information Management (OIM). No passwords will be incorporated into any sign-on software.

If, due to authorized job functions, access is required to information on VDH information systems, which is not owned by the contracting division, written authorization for access to that information must be obtained from the information owner and presented to OIM.

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.

I AGREE

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