

COLORADO DEPARTMENT OF PERSONNEL AND ADMINISTRATION
DIVISION OF INFORMATION TECHNOLOGIES
STATEMENT OF COMPLIANCE FOR
COMPUTER USAGE AND DATA SECURITY

It is the policy of the Department of Personnel and Administration's (DPA), Division of Information Technologies (DoIT), that the Executive Order dated July 1, 1978 and the former Division of ADP Policy Statement regarding access of public records through the use of computer technology be strictly followed. An excerpt from these documents can be found below. Please review the paragraphs and indicate your understanding and acceptance by signature. If anything is unclear, or you wish to review the complete documents, please contact your security administrator or the DPA/DoIT Service Center.

It is the public policy of this State that all public records shall be open for inspection by any person at reasonable times, except as provided in Part 2 of Article 72 of Title 24, C.R.S. amended, or as otherwise specifically provided by law. The release of any information to the public, supplied through automated processes, shall not take place unless the following events have transpired:

- Written requisition delineating the desired information, records, or data must be received by the official custodian.
- The official custodian must determine if the requested information, record, or data constitutes public record and its disclosure is within the law.
- All data resulting from the activities of an agency using DPA/DoIT (formerly CITS/CSS) equipment is considered private data of that agency. Use and dissemination of this data by computer center personnel is absolutely prohibited without proper authority being given. The appropriate Executive Director or the official custodian must provide written authority to the computer facility's manager prior to any data within the facility manager's jurisdiction being released in any manner to any individual, government agency, or private concern. It is the facility manager's responsibility to adopt adequate safeguards to protect data stored within the facility.

The data processing system shall be used only for official State business. Use of the data processing system for non-business activities is not allowed. This includes personal business (i.e. letters, games, etc.), access of the system software without proper consent, abusive language (i.e. messages), and abuse of the operating system including hardware.

- Accessing, or attempts to access data files or programs, which you are not authorized to use, is a security violation. Therefore, do not "browse" or otherwise use files or programs that aren't yours or that you do not have the owner's permission to use.
- Do not sabotage data or programs.
- Do not illegally copy or use illegal software on State computers whether it was originally purchased by the State or is your own personal purchase. All users must comply with the licensing provisions of all software including paying for "shareware" types of software beyond their trial dates.

Each employee granted access to selected systems (COFRS, Financial Data Warehouse, Document Direct, CPPS, Human Resources Data Warehouse, and ADS) is responsible for his/her use of the information and for safeguarding his/her assigned user ID and passwords to protect data in the system. User ID and passwords are assigned to individual State of Colorado employees and are not to be shared or passed on to others. Leaving employment will terminate the employee's rights to these selected systems.

The employee agrees to comply with "System Security and Use – SOP #8808," and "Statewide Security Policy for Access to State Financial System."

Name (Please print)

Agency

Signature

Date