

## VDOT Information Security Agreement

I, \_\_\_\_\_, acknowledge that I have been granted access to the automated systems, including licensed software, hardware, and data of VDOT.

I further acknowledge that the data contained in and accessed using the information systems and network of VDOT and any other automated system which I use in the course of performing my duties is the property of the Commonwealth of Virginia. This includes all systems and data used, regardless of where the system or data resides, to conduct business with VDOT. Although I have access to data, I shall not read, disclose, provide, or otherwise make available, in whole or in part, such information other than to other employees, consultants or business partners of (VDOT) to whom such disclosure is authorized. Such disclosure shall be in confidence for purposes specifically related to the business of VDOT and the Commonwealth.

I agree that logon IDs and passwords are not to be shared. If I must share my logon ID or password while getting help or troubleshooting a problem, I understand it is my responsibility to change my password immediately after receiving this help.

I understand and agree that computer resources and equipment that are the property of VDOT are to be used for official business only, and not for personal use. I understand that VDOT reserves the right to monitor access and disclose at its discretion any communications using its system and therefore I should have no expectation of privacy. I also understand it is my responsibility to protect the data and systems from damage or destruction, both tangible and intangible.

I shall take all appropriate action, whether by instruction, agreement or otherwise, to ensure the protection, confidentiality and security of the information and automated systems, to satisfy my obligations under this Agreement. I will report all violations of information security immediately to the VDOT Information Security Officer.

ACKNOWLEDGED:

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date