

MACSIS STATEMENT REGARDING DISCLOSURE OF INFORMATION Multi-Agency Community Services Information System

State and federal law and conforming board confidentiality guidelines require the records of all present and former clients of board contracted providers be kept confidential. The law also provides for the proper disclosure of information in the few instances where it is required.

I understand that I hold a position of trust relative to information contained in MACSIS and/or other publically funded systems and have a responsibility to preserve the security and confidentiality of such information Accordingly, I understand that I am prohibited from engaging in inappropriate conduct, which may include but is not limited to other types of actions listed below.

Knowingly gaining access to, attempting to gain access to, causing access or permitting unauthorized access to MACSIS or any other publically funded computer system which includes information protected by federal and state confidentiality laws and regulations.

Using, attempting to use, causing or permitting the use of MACSIS or any other publically funded computer system which includes information protected by federal and state confidentiality laws and regulations for personal gain or motive.

Using, attempting to use, causing or permitting the use of protected confidential information contained within MACSIS or any other publically funded computer system which includes information protected by federal and state confidentiality laws and regulations for an illegal, improper, or unauthorized purpose.

Redisclosing, attempting to redisclose, or causing or permitting any redisclosure of protected confidential information contained within MACSIS or any other publically funded computer system which includes information protected by federal and state confidentiality laws and regulations which is illegal, improper, or unauthorized.

Knowingly including or causing to be included any false, inaccurate, or misleading entry into MACSIS or any other publically funded computer system which includes information protected by federal and state confidentiality laws.

Removing or causing to be removed, without proper reason and authorization, any necessary and required information from MACSIS or any other publically funded computer system which includes information protected by federal and state confidentiality laws.

Abiding, abetting, or action in conspiracy with another to violate this pledge.

Any unauthorized or inappropriate use of the MACSIS system, by the user or by another who has been permitted or enabled access to the system by the user, may subject the user to criminal and civil sanctions pursuant to state and federal law as well as disciplinary actions up to and including removal. Users shall **not divulge their access codes to anyone**.

I have read the above and agree to abide by state, federal, and board confidentiality requirements as a condition of accepting access toMACSIS.

Signature		Date
Name (please print)	Title	
Name of Board, Vendor, or Contract Agency		

Sign-on Needed for	Level of Security (please check one)
	<input type="checkbox"/> Review Only <input type="checkbox"/> Update <input type="checkbox"/> Top Security

Approved:

Signature of Department or Board Representative	Date
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