

**TEXAS A&M UNIVERSITY-CORPUS CHRISTI
CONFIDENTIAL INFORMATION AGREEMENT
For LASERFICHE**

Under Ch. 559, government code, you are entitled to review, request, and correct information we have on file about you, with limited exceptions in accordance with Ch. 552 Government code. To request information for review or to request error correction, contact your employing agency.

Name:	Position:
Phone:	Department:
Email:	Login ID: (ex: JohnSmith-jsmith3)

I understand that all information concerning any taxpayer, vendor, or student, which may come to my knowledge while using any computer system of the Texas A&M University-Corpus Christi (TAMUCC) is to be held in strictest confidence and may not be disclosed except as provided in the Texas A&M University System Policies & Regulations.

I understand that any unauthorized disclosure of confidential information may be punished by up to one year imprisonment and/or a \$1000.00 fine. (Texas Govt. Code §552.352, Texas Tax Code §171.36(b)). I also understand that any unauthorized access, viewing, use, or disclosure of confidential information is a felony offense punishable by up to 5 years imprisonment, a \$5,000 fine, and possible civil damages. (26 U.S.C. §§ 7213, 7213A, and 7431).

I understand that computer system password(s) I receive or devise are confidential. I will not disclose to any unauthorized person any password(s) which I am given or devise, and I will not write down such password(s) or post them where they may be viewed by unauthorized people. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of any passwords that I receive or devise. I agree to abide by all written conditions and restrictions imposed by the TAMUCC Information Security Officer. I agree NOT to attempt to circumvent the computer security system. I understand that use of a password not issued specifically to me or to a group of which I am a member is expressly prohibited. I also understand that failure to observe these restrictions constitutes a Breach of Computer Security, and that such an offense may constitute a first degree felony. Texas Penal Code §33.02.

I understand that any copyrighted material, including but not limited to, commercial computer software that may be made available to me for my use by TAMUCC is protected by copyright laws and is not to be copied for any reason without permission from the copyright owner. I understand that the violation of copyright laws may result in fines, imprisonment and/or immediate dismissal from employment.

I have read and understand all TAMUCC University Rules and Procedures as reviewed & explained by Supervisor, (http://www.tamucc.edu/provost/university_rules/), specifically those Information Resources and Information Security.

User Signature: sign here 	Date:
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I certify that the person listed above has a legitimate business reason for having access to Laserfiche and I have reviewed and explained this form with them.

Print Supervisor Name:	Title:	Date:
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Supervisor Signature: Sign here 
