

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
Non-Disclosure Agreement

Name: _____ SS No: _____

Organization: _____ Dept: _____

Position: _____

I understand and agree to abide by the following:

1. Any information concerning any person, system, or asset of the Texas Department of Criminal Justice (TDCJ) which is obtained while performing my duties is of value to the state and may be confidential or sensitive. I will disclose information to which I have access only as authorized by the TDCJ owner of the information.

2. Computer system passwords I receive or devise are confidential. I will NOT disclose any password or post them where they may be viewed by others; this includes a coworker, manager, supervisor, friend, partner, administrative assistant, or others. The only exception to this rule is in the event an Information Technology Specialist requires the password to resolve an access problem. Once the problem has been corrected I will immediately change my password. Use of a password not issued specifically to me or to a group of which I am a member is expressly prohibited. I am responsible for any computer transaction performed as a result of access authorized by use of my password.

3. I will use information resources for authorized purposes only. I will NOT attempt to circumvent the computer security system by using or attempting to use any transaction, software, files or resources I am not authorized to use.

4. Any copyrighted material, including but not limited to commercial computer software, which may be made available, is protected by copyright laws and is NOT to be copied for any reason without permission from the copyright owner.

5. Failure to observe these restrictions may constitute a "Breach of Computer Security" as defined in the Texas Penal Code Section 33.02.

Note to Employee/Non-TDCJ User: With few exceptions, you are entitled upon request: (1) to be informed about the information the agency collects about you; and (2) under Sections 552.021 and 552.023 of the Government Code, to receive and review the collected information. Under Section 559.004 of the Government Code you are also entitled to request, in accordance with the agency's procedures, that incorrect information that the agency has collected about you be corrected.

TDCJ Employee/
Non-TDCJ User

Signature: _____ Date: _____