

BILL BRADBURY  
SECRETARY OF STATE

JEAN STRAIGHT  
DEPUTY SECRETARY OF STATE



JULIE PEARSON-RUTHVEN  
DIRECTOR/CIO

255 CAPITOL ST. NE, STE. 103  
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Phone -(503) 986-0521  
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## Nondisclosure Agreement

I understand that in my role related to my position, I must not access, view, read, peruse, or copy any written or electronic materials pertaining to computers or systems, or enter any Division, department, or agency database, computer system, or network, without authorization.

I understand that I may have access to or be exposed to certain sensitive and confidential employee or business information, and that it is a job requirement to protect such confidential, sensitive and personal information so that the confidentiality of all State of Oregon information and that of State's employees is preserved.

By signing below I am certifying my understanding and acknowledgment that my Engagement with the Oregon Secretary of State requires unconditional adherence to the following mandatory conditions:

1. I understand that I must maintain the confidence of any paper or electronic document or file containing confidential information involving the state's computer and network information and any confidential information stored on or transported by those systems.
2. I understand that I must maintain the confidence of any verbal information which I may hear or overhear, containing confidential information involving the state's computer and network information and any confidential information stored on or transported by those systems.
3. I will not allow any state employee or contractor to use my authority (personal network ID) to conduct tests or to log in.
4. I will not use my special access to create or disclose confidential information for my personal use or benefit.
5. I will only use hardware and software tools that will not compromise the security of the state's computer and network information.
6. I will only provide physical access to the premises to authorized staff or contractors.
7. I understand that "confidential information" means any matter related to:
  - Passwords and accounts (e.g., personal passwords and special access accounts)
  - Computer and network information that is sensitive
  - Reports, findings and other information related to computer and network information generated for the State
  - Personal information protected from disclosure by law, such as:
    - i. medical information
    - ii. personal information (e.g., SSN, age, address, home phone)
    - iii. workers compensation
    - iv. payroll information (e.g., deductions; leave balances or usage patterns)
    - v. financial information (e.g., credit card numbers, bank accounts)
  - *Anything else a reasonable person would have known to be confidential*

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8. I understand that "maintain the confidence" means that, unless clearly required by my job, I am prohibited from divulging or confirming such confidential information to any person, employee, or third party unless authorized.

*I understand that violation of this Agreement will be grounds for disciplinary action, up to and including termination, and may result in criminal and/or civil penalties. By signing this agreement, the undersigned acknowledges that he or she has read, understands, and agrees to comply with the above principles governing the use of the State of Oregon's computing and networking infrastructure.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Organization: \_\_\_\_\_