



Confidentiality and Nondisclosure Statement

In accordance with C.G.S. §4d-2 (c) (1), the Chief Information Officer of DOIT is responsible for developing and implementing policies pertaining to information and telecommunication systems for state agencies. The City of Hartford has adapted these policies and has determined that individuals who use the City of Hartford CAREWare server resources directly, or who may otherwise have access to computerized information of the City of Hartford, be advised of the following:

- 1. Any USERID and password issued to you is for your exclusive personal use only, and must not be divulged to anyone.
2. You may use the City of Hartford CAREWare server resources for business purposes only and only through those processes/programs specifically authorized to you by the Metro Hartford Information Systems (MHIS), or its agent(s).
3. Unacceptable system usage is generally defined as any activity not in conformance with the purpose, goals, and mission of the City and or agency. Any usage in which acceptable use is questionable must be avoided. Besides being a violation of City of Hartford policy an unacceptable use of computer, software, or other technology property may be a punishable crime under Connecticut General Statutes §53-451.
4. Connecticut General Statutes §53-451 "Computer Crimes"; provides criminal penalties for criminal misuse of computers and computer networks. Any person who violates any provision of C.G.S. §53-451 shall be guilty of a class B misdemeanor, except that if such person's reckless disregard for the consequences of such person's actions causes damage to the property of another person in an amount exceeding two thousand five hundred dollars, such person shall be guilty of a class A misdemeanor, and if such person's malicious actions cause damage to the property of another person in an amount exceeding two thousand five hundred dollars, such person shall be guilty of a class D felony
5. All data are the property of the agency or agencies responsible for their collection and utilization. Therefore no individual may access data files or computer information (as define under title 17 Section 451 CGS) in any manner which is not authorized by the owner agency, or which may be subject to nondisclosure under Connecticut State Law.

Individuals having access to the CAREWare server maintained by the City of Hartford are required to read and sign a copy of the CAREWare User Agreement Form indicating their acknowledgement and understanding of it.

Signature: _____ Date: _____
(CEO or Authorized Official)
Name: _____ Agency: _____
(Print or type)

Please sign, PDF, and send this form to: _____.