

**DEPARTMENT OF FINANCE AND ADMINISTRATION**  
**Arkansas Administrative Statewide Information Systems**  
**Information Confidentiality and Security Agreement**

The State of Arkansas considers all information and data addressing the employment history of an employee contained in the personnel file or within the Arkansas Administrative Statewide Information Systems (AASIS) to be of a sensitive and confidential nature and subject to protection under the Arkansas Freedom of Information Act of 1967 as amended.

It is agreed that all information obtained from AASIS is to be treated as confidential. Access to and use of such information or data is subject to legitimate business needs and shall only be authorized for employees whose normal job duties require such access. At no time is such information to be disseminated in a manner exhibiting lack of confidentiality, professionalism, integrity, or with malicious intent.

Access to protected information and data secured with this agreement or with any user access identification assignments are not to be conveyed to unauthorized personnel. Any copyrighted material including SAP computer software that is made available by the State of Arkansas is protected by copyright laws and is not to be copied for any reason without permission from authorized personnel. Employees found to be in violation shall be subject to significant disciplinary action up to and including termination.

This is to certify that I have read and understand this agreement. I will comply with the policy and be bound by its intent.

Name (Print) \_\_\_\_\_  
                                    First Name                                    Middle Initial                                    Last Name

Date \_\_\_\_\_

Social Security # \_\_\_\_\_

Name (Signature) \_\_\_\_\_

Agency \_\_\_\_\_ Division \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Supervisor's Title \_\_\_\_\_