

SCC CEL USER RESPONSIBILITY STATEMENT

Internet access to SCC CEL provides numerous benefits but also presents significant challenges. This is especially true in regard to information system security and confidentiality. SCC CEL users include 4C Santa Clara County employees, Santa Clara County State Subsidized Child Development Contractors and all other authorized users who have access to SCC CEL information system.

The Statement sets forth standards for SCC CEL user access to SCC CEL information system. All SCC CEL users are required to comply with these standards. SCC CEL users are personally responsible for knowledge and understanding of these standards and are personally responsible for any actions they take that do not comply with these standards. In particular, SCC CEL users are responsible for compliance with SCC CEL security guidelines including, as follows:

- **Confidentiality**

The use or disclosure of information pertaining to the child or the child's family shall be restricted to purposes directly related to the administration of the subsidized child care services. Data collection and dissemination of information shall be handled in such a manner as to ensure confidentiality of the names and addresses of individual CEL children and families.

Do not access information unless you have a legitimate business need for it.

Do not disclose information to anyone who does not have a legitimate need for that information.

Do not make or store printed or media copies of information unless it is a necessary part of your job.

- **Password Management**

Designated users of the SCC CEL information system will be issued a unique user ID and password. Any person who knowingly discloses their user ID and password to others, uses or discloses another individual's user ID and password, or accesses any electronic protected CEL family or child information without authorization is subject to termination of access to SCC CEL.

Protect your user ID and password as you would your PIN number for your ATM card. If you suspect that someone might know it, please contact the SCC CEL Administrator.

SCC CEL access to designated user is terminated immediately upon resignation or termination of the user from the employ of the authorized agency.

Each authorized agency (Santa Clara County State Subsidized Child Development Contractor) may designate up to three users. For agencies with multiple sites, one user may be designated per site.

Acknowledgement of Receipt and Agreement to Terms

By signing this statement, I declare that I have examined the contents of this document, agree to its terms, and understand that violation of any of its provisions may result in disciplinary action, civil liability, and/or criminal prosecution.

Print Name: _____ Date: _____

Signature: _____