



OFFICE OF THE COMPTROLLER

CONTRACTOR ACKNOWLEDGMENT FORM

CTR Statewide Enterprise Systems Security Policy for Contractors Including Staff Augmentation Resources

Access to Enterprise Systems by persons that are not Commonwealth employees presents an additional level of risk to the safety, security, and protection of the data. This form must be executed by all Contractors prior to submission of a request for access to CTR managed Enterprise Systems pursuant to CTR's [Statewide Enterprise Systems Security Policy for Contractors](#) Including Staff Augmentation Resources. The original form must be retained on file at the contracting agency for the period of the security access plus 3 years. This document is subject to audit and review by CTR or any other oversight entity including the State Auditor and the Commonwealth's external auditor.

By signing below, I hereby acknowledge that in addition to the rules, regulations, policies, procedures and any other requirements of my contracting agency, I have been made aware of and understand the following:

It is my responsibility to comply with all rules, regulations, laws, policies, procedures and other guidance issued by the Office of the Comptroller (CTR), including the Statewide Enterprise System Security Policy.

As a Contractor I may have access to confidential tax, wage reporting, child support, banking, financial institutional match and other information that is regarded as confidential and personal. Irrespective of the medium in which this information is received or stored, I may only access information that is an authorized requirement of my job or contract duties. It is my obligation and responsibility to adhere to this restriction on accessing information only for official business purposes by individuals with the proper level of authority to do so.

It is also my responsibility to maintain the confidentiality of any sensitive information whether I have accessed the information as part of my job or contract duties or have inadvertently discovered the data. Individuals may incorrectly request data from me that they are not entitled to. It is my responsibility not to release such information.

Even though I may have access to this type of sensitive information, I have no authority to divulge or release that information, except as authorized by the Department Head of my contracting agency.

I have no authority to provide any information from the state's accounting, payroll or other systems to which I have access, except as authorized by the Department Head of my contracting agency.

I must not respond to requests for the names, addresses, social security numbers, vendor codes, or other vendor or employee information. All such requests must follow the internal controls, policies and procedures of my contracting agency.

Access to and disclosure of confidential information is governed by state and federal laws, including but not limited to the laws listed below. I am aware of and understand these requirements and it is my responsibility to protect data I access or have in my possession as part of my contract or job duties. Violations of the laws may result in specific sanctions including civil and criminal penalties and contract termination.

- Fair Information Practices Act (FIPA), G.L. c. 66A: Prohibits the unauthorized disclosure of "personal data," as defined in G.L. c. 66A. Data subjects may make a claim for damages under the Massachusetts Tort Claims Act. G.L. c. 214, § 3B also provides for injunctive and other non-monetary relief for violation of this statute.
- G.L. c. 62C, § 21, § 21B, and 62E § 8: Prohibits unauthorized disclosure of tax related information or information contained on a tax return or as part of a wage reporting match (including social security number, legal name, legal address) by "any commonwealth employee".
- G.L. c. 119A, § 5A: Prohibits unauthorized willful inspection ("browsing") or unauthorized disclosure of child support personal data, including data stored in a computer system or computer files (including addresses). Any inspection or disclosure is punishable by a fine of not more than \$1,000 with respect to each person concerning whom information has been disclosed or inspected and/or by imprisonment for not more than one year, and by disqualification from holding office in the Commonwealth for a period not exceeding three years. The existence of a child support garnishment or intercept is considered confidential and may not be disclosed.
- G.L. c. 93H, § 3: (Data Breach Statute) Requires an Agency to provide written notification to the Attorney General, Director of Consumer Affairs and Business Regulation, Information Technology Division, Public Records Division and the affected individual when an Agency employee engages in any unauthorized access or use of an individual's personal information (include name or other identified connected to a social security number or bank account or credit card number, or any combinations that would enable identify theft).
- I. R. C. § 6103, I. R. C. § 7213 and I. R. C. § 7431: Prohibits unauthorized disclosure of federal tax information by employees and makes any unauthorized disclosure a felony punishable by a fine of up to \$5,000 and/or imprisonment for not more than five years, together with the costs of prosecution and allows a taxpayer to sue the individual who unlawfully disclosed the information.



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I am responsible for all activity performed under my User IDs, even when they are used without my knowledge. It is my responsibility to take precautions not to leave my computers logged into the system when away from my desks.

If I believe my username and/or password has been compromised, I must report this immediately to my supervisor or manager.

I am responsible for knowing my delegated level of authority.

I may not delegate the use of my IDs and passwords to any person for any reason, including access to all enterprise systems such as HR/CMS, LCM, MMARS, CIW, etc.

It is my responsibility to ensure that my ID's and passwords are never shared for any reason. If any malicious activity is performed on the network through my user ID, I will be held accountable.

I understand that individuals do not have to be full-time, paid state employees to be considered a state employee for conflict-of-interest purposes. Anyone performing services for a state agency or holding a state position, whether paid or unpaid, including full- and part-time state employees, elected officials, volunteers, and consultants, is a state employee under the conflict-of-interest law. An employee of a private firm can also be a state employee, if the private firm has a contract with the state and the employee is a "key employee" under the contract, meaning the state has specifically contracted for her services. The law also covers private parties who engage in impermissible dealings with state employees, such as offering bribes or illegal gifts.

I understand that it is my responsibility to comply with all provisions of Massachusetts General Laws Chapter 268A.

It is prohibited for me to manufacture, distribute, dispense, possess, or use controlled substances at the workplace.

Contractor Individual Full Legal Name	
HR/CMS Employee ID	
Identify Employer Full Legal Name If vendor or staff augmentation resource	
Contractor Signature	Date