

AGREEMENT

The United States Department of Agriculture (USDA) Marketing and Regulatory Programs (MRP) is requesting that you obtain/retain administrative access to personally identifiable information (PII) of current, past, and future USDA employees, contractors, partners, affiliates, cooperators, and customers in MRP's possession, including on Agency file servers. Access to this PII is restricted on a need-to-know basis in accordance with current job descriptions. Your access to this PII is for administrative information technology (IT) purposes only.

Federal statutes, including the Privacy Act, prohibit any unauthorized use or dissemination of PII and other protected information. USDA considers the safeguarding of PII a mission essential responsibility and requests your discretion in protecting it. Furthermore, USDA emphasizes that it is the responsibility of every employee, contractor, partner, affiliate, and cooperator to safeguard PII whenever it is encountered. The special privileges allowing you access to PII for business purposes place a greater burden upon you, and this access for which you will be granted is contingent upon you agreeing, in writing, to protect PII and defend against its improper disclosure and use.

By signing this nondisclosure agreement, you acknowledge that you:

- (1) Will not make or retain copies of files in MRP's possession, including those stored on Agency file servers, that contain PII belonging to others;
- (2) Will not further discuss or disclose PII;
- (3) Will not grant users administrative access to PII without prior approval from the MRP Chief Information Security Officer (CISO), MRP Information System Security Program Manager, and/or MRP Privacy Compliance Officer;
- (4) Will process PII on a USDA authorized system and will not store PII on workstations or mobile devices; and
- (5) Will report confirmed and/or suspected incidents involving the potential loss or compromise of PII to USDA Cyber Security at 1-877-PII2YOU.

CERTIFICATION

I certify that I have read the above and agree to protect the referenced PII and other protected information. I will not make or retain any copies of PII belonging to others and will not further discuss, disclose, grant access to, nor share PII without prior approval.

PRINTED NAME:

SIGNATURE:

DATE:

POSITION/TITLE:

AGENCY/OFFICE/ORGANIZATION: