

NMIS CONFIDENTIALITY AND USER AGREEMENT

As a condition of access to the Nebraska Management Information System ("NMIS"), I agree:

1. I have (check all that are applicable):
 - Received, reviewed and agree to comply with the NMIS Information System Policies and Procedures.
 - Received and reviewed my Agency's policies and procedures on confidentiality.
 - Agreed to and become subject to the terms of the End User License Agreement with Bowman Internet Systems for participation in the NMIS and use of the ServicePoint software program.
 - Received training regarding NMIS Policies and Procedures.
2. I will use the NMIS strictly in accordance with Policies and Procedures.
3. I will not share my Personal User Identification or Password with any other person or permit another person to utilize the NMIS under my identity.
4. I will not submit Client information to the NMIS Basic Information Database without the Client's voluntary consent.
5. I will only access information in the NMIS in accordance with my job and Client responsibilities at the Agency.
6. I will only use information obtained from the NMIS for uses that are permitted under NMIS or my Agency Policies and Procedures.
7. I will not misrepresent my identity or knowingly enter inaccurate information into the NMIS.
8. I will not make discriminatory comments based on race, color, religion, national origin, ancestry, handicap, age, sex and sexual orientation in the NMIS. I understand that profanity and offensive language are not permitted in the NMIS database.
9. The NMIS is to be used for business purposes only. Transmission of material in violation of any United States federal or State of Nebraska regulations or laws is prohibited and includes material that is copyrighted, legally judged to be threatening or obscene, and considered protected by trade secret. The NMIS will not be used to defraud the federal, state or local government or an individual entity or to conduct any illegal activity.
10. I will report to my Agency Administrator any known breaches of NMIS Policies and Procedures coming to my attention.
11. I understand that breaches of NMIS Policies and Procedures by me may result in immediate suspension of my access to NMIS and may result in loss of employment or other discipline by my Agency.
12. This agreement shall remain in effect until User's access to the NMIS is terminated by resigning or termination from the participating agency.

Signature

Date (mm/dd/yy)

Printed Name

Participating Agency

E-Mail Address