



Return form to:

Wisconsin Elections Commission
elections@wi.gov
Help Desk: 608-261-2028
Fax: 608-267-0500

WisVote Confidentiality Agreement

Purpose of this agreement and who is covered

The purpose of the agreement is: (1) to inform personnel of their responsibilities with respect to the information they encounter while performing duties related to the WisVote system and (2) to insure that personnel understand and acknowledge these responsibilities. Personnel working as consultants, contractors, permanent or temporary staff employees, interns, or under some other arrangement for the Wisconsin Elections Commission (WEC); Division of Enterprise Technology (DET) or other parts of the Department of Administration (DOA); Department of Health and Family Services (DHFS); Department of Transportation (DOT); or Department of Corrections (DOC) or local elections officials must sign a confidentiality agreement when beginning their work on WisVote system and any of its interfaces and will be asked to re-sign the agreement periodically.

What data and information is covered

While performing job duties on the WisVote system, you may have access to information owned by the Wisconsin Elections Commission or by other federal, state or local government agencies. Persons performing duties for the Wisconsin Elections Commission on the WisVote system are responsible to not disclose the data contents of any computer or network system they encounter during the performance of those duties to unauthorized personnel. Information can only be disclosed by or under the authority of management of that customer agency. This is true whether or not information protected by this confidentiality agreement is labeled as "classified" or "confidential" and is not limited to data residing on computers or network systems. This agreement covers hardcopy information as well as electronic information. Your ability to access or view computer hardcopy-printed information does not grant you authority to disclose it.

Information on System Vulnerabilities

In the course of performing job duties, you may encounter information about system vulnerabilities, such as the specifics of a system break-in or security exposure. You should inform the Wisconsin Elections Commission's Election Help Desk and your immediate supervisor of such vulnerabilities, but you should not disclose them further without approval to do so. Concerns about priority given to the correction of such vulnerabilities should be discussed with Wisconsin Elections Commission management. This restriction is intended to reduce the risk that such vulnerabilities will be exploited.

Access Audit

WisVote personnel and users are advised that access to information residing on computer or network equipment used to support the WisVote system may be logged and the logs reviewed for appropriateness. Access logging and review is routine for staff granted broad access authority because of their work duties, such as system administrators, but may also be used for end users. Access logging may be initiated under other circumstances including random access-control audits.

WisVote Staff and User Agreement

I will use any information access privilege(s) granted to me in the course of performing duties on the WisVote system only in the performance of my assigned job duties. I understand that information and data I encounter in all cases should be protected in the course of my duties.

I recognize there will be consequences for making unauthorized use of state and local data. I will comply with all applicable laws, rules, and policies to this effect. I understand it is my responsibility to protect my User ID and Password from use by others. I understand that Wisconsin Elections Commission reserves the right to rescind any privileges or capabilities at any time. I further understand that violation of this agreement will be a violation of work rules and could result in discipline including termination, fines and possible criminal charges.

Printed Name of WisVote Personnel or End User

Signature of WisVote Personnel or End User

Date

Name of Organization with whom Personnel/End User work

Signature of Supervisor

Date