

COMPUTER ACCESS CLEARANCE/SECURITY FORM

IDENTIFICATION:

Name: _____ Office: _____

Status: _____ (Permanent, Temporary, Term)

Organizational Unit: _____

Telephone Number: _____

FOR CONTRACTOR PERSONNEL

Company Address: _____ Contract Number: _____

_____ COTR/Telephone Number: _____

DATA SECURITY REQUIREMENTS

Some of the data maintained on SBA's network contain sensitive and personally identifiable information (PII) that is subject to the provisions of the Privacy Act of 1974 and SBA SOP 40 04 3 "Privacy Act Procedures". In addition, users accessing SBA's information systems and applications are responsible for complying with the following security requirements:

- a. Data retrieved from SBA's network may be disclosed only in accordance with SBA SOP 40 04 011, "Release of Information."
- b. Passwords/Security codes for access to SBA's network shall not be shared, disclosed or transferred.
- c. Contractors will not remotely access SBA's network without written approval from the Office of Chief Information Officer, the Chief Information Security Officer or without the use of Agency approved secure technology required for remote access.
- d. Users may access only that data for which they have been authorized by the approving official and agree to follow all SBA procedures and policies pertaining to safeguarding sensitive and PII in hard copy and electronic format.
- e. Failure to follow these security procedures may constitute a formal security violation under SBA regulations and may result in an investigation by the Office of Inspector General. (See paragraph 36 of SOP 90 47 2 for security violation penalties).

USER CERTIFICATION:

I hereby acknowledge that I have read the above data security requirements, and agree to comply with them and to access only that data authorized by my supervisor or the COTR of my contract. I understand that my failure to comply with these prescribed requirements may be grounds for my dismissal and or prosecution.

SIGNATURE _____ DATE: _____