

Telework Agreement – IT Security Liability Acceptance Policy

As an approved telework employee, I understand and accept my responsibilities for security protections while telecommuting, as set forth below:

1. I must comply with all Bureau and Department security and information technology policies and procedures. I must ensure that adequate security measures are in place to protect all Government equipment from being damaged, stolen or accessed by unauthorized individuals while in my control. I must use the same precautions at an alternate worksite to secure and protect all Government owned equipment as is done at work.
2. I am liable for all damage to, or theft of Government equipment.
3. I am responsible for ensuring that records created and/or maintained at an alternate worksite comply with the requirement of the Federal Records Act, the Privacy Act, the Federal Information Security Management Act of 2002 and the FOIA. This will require locked cabinets or other means of securing all Government equipment and sensitive information at an alternative worksite.
4. I must maintain all mandatory annual awareness training in the Privacy Act and IT Security.
5. I understand that privacy risks include not just the handling of paper records and information stored on PCs, CDs, and other portable storage devices, but also wireless communications and remote access to Bureau and Department databases. All e-mail containing privacy protected information must be encrypted using the Lotus Notes encryption function.
6. I must inform my IT Security Officer within one hour of any loss, theft, or inadvertent disclosure of personally identifiable information. I understand that failure to disclose this information can result in disciplinary action.

OMB Circular A-130, Appendix III, *Security of Federal Automated Information Resources*, states that there is a “presumption that all [systems] contain some sensitive information”. Sensitive information as defined by the Computer Security Act of 1987 is “...any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of federal programs, or the privacy to which individuals are entitled under section 552a of Title 5, United States Code.....to be kept secret in the interest of national defense or foreign policy.”

I have read and understand the implications of these laws regarding the protection of sensitive information, and accept my responsibilities for information security. I accept that my failure to adhere to the responsibilities regarding security protections set forth above will result in the termination of my telework agreement and may result in civil and/or criminal proceedings.

Employee Signature and Date

Supervisor Signature and Date