



**VENDOR**  
**Non-Disclosure and Standard Conduct Form for Data Related to the**  
**State of Connecticut Criminal Justice Information System**

<b>User Information</b>			
<i>Last name</i>	<i>First name</i>	<i>Middle name</i>	<i>CJIS Project/ Role</i>
<i>Name of Employer</i>		<i>Employer Address</i>	

[YOUR AGENCY] vendors obtaining Connecticut Judicial Information System (CJIS) data for the Connecticut Information Sharing System (CISS) Project must comply with the following CJIS policies and guidelines. [YOUR AGENCY] vendors must review and familiarize themselves with these policies and guidelines.

A [YOUR AGENCY] vendor whose officers, employees or agents violate any of these CJIS policies or guidelines may be subject to immediate termination for cause of its contract in addition to any other sanction provided by law or contract.

[YOUR AGENCY] vendors and their officers, employees and agents agree that:

1. They shall not access any CJIS data, files records, computers, or systems not required for the performance of duties required by their contract.
2. They shall not advertise, advertise for sale, sell, rent, or disclose in any form or use any information obtained from or by the work performed by their contract, except as required to perform the services required by their contract, and
3. They shall not access confidential CJIS data, files or records or records provided or made available for the performance of their contract unless they
  - a. Have been approved in writing by CJIS and
  - b. Have signed the Acknowledgement of the Confidentiality of Data below.

All CJIS data, files or records provided to a [YOUR AGENCY] vendor or vendor's officer, employee or agent by CJIS, [YOUR AGENCY], and/or the State or developed internally by a CJIS vendor, or vendor's officer, employee or agent with regard to [YOUR AGENCY] and/or the State will be treated as confidential CJIS work product unless CJIS agrees in writing to the contrary or as may otherwise be required by law. [YOUR AGENCY] vendors and their officers, employees and agents agree to forever hold in confidence all data related to the CJIS or State's Criminal Justice Information System whether prepared by CJIS, [YOUR AGENCY] vendors or their officers, employees, agents, or others, which may come in to the [YOUR AGENCY] vendor's or vendor's officer's, employee's or agent's possession during the term of their contract, except where disclosure of such information by said vendor or vendor's officer, employee or agent is required by other governmental authority to ensure compliance with laws, rules, or regulations, and such disclosure will be limited to that actually so required. In addition, [YOUR AGENCY] vendors and their officers, employees and agents agree to refrain from discussing confidential assignments with any persons not in employment or under contract with [YOUR AGENCY]. Where such disclosure is required, the [YOUR AGENCY] vendor or vendor's officer, employee or agent will provide advance notice to CJIS of the need for the disclosure and will not disclose without consent from CJIS.

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**Acknowledgement**

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- I understand that in fulfilling my assigned responsibilities, I may be granted access to certain confidential information in connection with my work with Connecticut's Criminal Justice Information System (CJIS). I acknowledge the need for maintaining the strictest confidentiality of the data with which I will be working in connection with CJIS.
- I will maintain secure custody of any printed or electronic material that contains confidential CJIS data or information. Further, I will maintain secure custody of any physical data that may be in my possession as it relates to my assigned responsibilities. I understand that if I fail to secure the CJIS information under my control, I may be subject to civil and criminal sanctions.
- I further understand that I remain subject to these provisions with regard to any confidential information to which I am given access in connection with my work on CJIS projects, even following my departure from the CJIS project or the termination of my relationship with the state.
- Any breach of this agreement, accidental or otherwise, or any loss of confidential information shall be immediately reported to my supervisor and to the head of [YOUR AGENCY].
- I have reviewed the above policy, guidelines and confidentiality provisions and understand my legal duties to CJIS. I also understand that CJIS has afforded me an opportunity to clarify any related issues pertaining to the controlling standards of my conduct. I agree to adhere to the above policy, guidelines, and confidentiality provisions in carrying out my contract responsibilities with CJIS.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_