

State of Michigan  
Civil Service Commission  
**Human Resource Development**  
400 South Pine Street, P.O. Box 30002  
Lansing, Michigan 48909  
Fax: (517) 335-4510

## AGENCY TRAINING COORDINATOR SECURITY AGREEMENT

NAME (LAST, FIRST, MI)	DEPARTMENT/AGENCY
WORK SITE ADDRESS	WORK SITE TELEPHONE NUMBER

### SECURITY AGREEMENT

As a state of Michigan agency training coordinator using on-line registration on the Web, I agree to the following:

1. To keep confidential all restricted and confidential information (see the definitions for *Confidential* and *Restricted* below). This includes computer access codes.
2. To report any suspected violation of on-line registration security.
3. To abide by any standards and procedures provided by the Civil Service Commission for the on-line registration.
4. To abide by the State Telecommunication Network's Acceptable Use Policy (1310.16).

I have read the above security agreement and agree to comply with its contents. I understand that any violation of this agreement may result in disciplinary action and possible recommendation for prosecution.

\_\_\_\_\_  
Agency Training Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Civil Service Security Administrator's Signature

\_\_\_\_\_  
Date

### DEFINITIONS

**Restricted Information** — All information that, if made known to the public, would violate or endanger an individual's civil rights, or is determined to be restricted by department directive. This information should be released only on a "need-to-know" basis.

**Confidential Information** — All information that is restricted by federal or state statute or departmental policy. This information should be released only by directive. This includes passwords that allow access to electronically stored confidential data.