

Security Awareness Acknowledgment

In the carrying out of this agency's mission, sensitive information is collected that includes, but is not limited to:

Criminal Justice Information, which consists of Criminal History Record Information (CHRI) and Personally Identifiable Information (PII) which can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, alone or when combined with other personal or identifying information which is linkable to a specific individual, such as date and place of birth, or mother's maiden name.

Other sensitive information related to the agency's operations include investigations, security procedures, operational plans, human resource, and financial records, etc.

Your authorizations to access this agencies non-public facilities, information systems, and records is based on the concepts of "need to know" and "Least privilege". That is access is determined by what your job's role(s) and functionalities are within the agency.

It is the intent of the agency to provide you with access to the resources you need to perform your role's assigned tasks. **It is not in the interest of the agency or personnel to attempt access to physical areas, media, information systems, etc. beyond that needed for your role.**

It is EVERYONE's responsibility to ensure the protection of information used in the operations of this agency. Any sensitive information, whether on an official agency report, computer screen, printout, storage device or media, etc. must be protected.

All personnel granted unescorted access to the facilities and information systems where sensitive information is processed must be aware of security principals relative to their level of access to include but not limited to agency procedures for reporting suspicious activities and physical anomalies.

Your signature below certifies that you:

- 1) Have completed awareness training based on your agency roles and responsibilities.*
- 2) Are aware of agency security standards and procedures and agree to abide by them.*
- 3) Understand that attempts to circumvent controls to prevent unauthorized access, or the disclosure of any information seen, heard, or otherwise obtained through your association with this agency to anyone outside of this agency is prohibited except when authorized by appropriate agency management as necessary for the administration of criminal justice or for criminal justice agency employment.*
- 4) Violation of agency policies and procedures and misuse or disclosure of CJI and other sensitive information may result in disciplinary action, including immediate dismissal, civil and criminal penalties including significant fines and confinement as provided in KSA 22-4707(c); 28 CFR 20.25, 28 CFR 85.5, and other federal and state laws and regulations.*

Associate Signature

Date

Printed Name

Agency Name