

Acceptable Use and Confidentiality Agreement

Minnesota Department of Revenue

This agreement outlines the use of any electronic device to access, process, store, or transmit any Minnesota Department of Revenue data classified as private, confidential, nonpublic, or protected nonpublic, or federal tax information (FTI). (See Minnesota Statutes 13.02.)

If you use Revenue data you must comply with the department's information security policies and standards and procedures. You must also protect information resources from unauthorized activities including browsing, disclosure, modification, or deletion.

Office Use Only

Resources

[Rspace Information Policies](#)
[Information Security: Employee Guide](#)

Unauthorized inspection or disclosure of State or Federal tax return information is subject to disciplinary action, state and federal criminal penalties, and civil liability for damages incurred from federal tax return information violations.

What am I accountable for?

You are assigned a computer, username, and password to access department resources. You are accountable for the actions performed under your username. Your access to Revenue computer resources is based on your job function and responsibilities. Protect yourself by:

- Not sharing your username or password, or displaying them so others may see or find them.
- Complying with Revenue's policy on personal use. Your computer activities may be monitored.
- Locking your screen when leaving your computer.

What are my responsibilities?

You are responsible for:

- Accessing only information and data needed to do your assigned job duties and work-related activities.
- Complying with Revenue's policies and standards governing information security, disclosure, and technology – including the State policy: [Appropriate Use of Electronic Communication and Technology](#).
- Protecting information stored on Revenue systems and devices from unauthorized access and/or disclosure.
- Being properly authorized by Revenue to view, copy, add, delete, alter, destroy, distribute, or market products owned, leased, licensed, possessed, or developed on Revenue time or through the use of Revenue resources.
- Storing, managing, and maintaining Revenue information on Revenue approved devices or technology systems.
- Preventing Revenue devices assigned to you from being lost, misused, or stolen.
- Connecting only Revenue approved devices directly to Revenue's secure computer network.
- Backing up your work-related data stored on assigned devices to Revenue's secure computer network.
- Following Revenue's procedures for securely disposing of information on assigned devices.

You may not publish, store, manage, or maintain any Revenue information on any device or technology system not approved by Revenue management, including any external computing service, public website, or social media/networking site.

**Private, confidential, nonpublic, protected nonpublic, or Federal tax information
MUST NOT be posted, published, stored, or maintained within any non-DOR social media/ networking sites.**

Agreement

I have read, understand, and agree that:

- I may be held accountable for actions performed under the computer account (User ID) assigned to me.
- I may only access information and data as necessary to perform my assigned job duties and work-related activities.
- I will comply with Revenue's policies and standards governing information security, disclosure, and technology.
- I will protect Revenue's information, information systems, and electronic devices from unauthorized access and disclosure.
- I will not share, in any fashion, Revenue's "not public" data or Federal tax information on any external computing service, public website or any social media/networking site.

Name (Print)	Signature	Date

Organization (check appropriate box)

Revenue MN.IT @ Revenue MN.IT @ Central Contractor/Other: _____

Terms of Agreement

The terms of this agreement may be changed by Revenue upon written notification to the signer. Continued use of electronic devices or technology systems for Revenue work activities constitutes consent by the signer to these changes.