



Return form to:

Wisconsin Elections Commission
elections@wi.gov
Help Desk: 608-261-2028
Fax: 608-267-0500

WisVote Confidentiality Agreement

AGREEMENT PURPOSE AND COVERED USERS:

The purpose of the agreement is: (1) to inform all users of their responsibilities with respect to the information they encounter while performing duties related to the WisVote system and (2) to ensure that users understand and acknowledge these responsibilities. Users include, and are not limited to, those working as consultants, contractors, permanent or temporary staff employees, interns, or individuals under some other arrangement for the Wisconsin Elections Commission (WEC); Division of Enterprise Technology (DET) or other parts of the Department of Administration (DOA); Department of Health and Family Services (DHFS); Department of Transportation (DOT); or Department of Corrections (DOC); local elections officials; and any individual assisting a government agency with administering elections. All users may be asked to re-sign the agreement periodically.

COVERED DATA AND INFORMATION:

As a WisVote user, you are being entrusted with access to the sensitive personal information of electors. Wisconsin law prohibits unauthorized disclosure of certain information, including dates of birth, operators' license numbers, social security numbers, confidential elector addresses, and indications of accommodations to vote. See Wis. Stat. § 6.36(1)(b)(1). It is your responsibility to be familiar with laws governing handling and disclosure of sensitive information and to take appropriate actions to safeguard this data. The unauthorized disclosure or use of sensitive personal information may result in serious criminal or civil penalties. See Wis. Stat. § 12.60(1)(a-b); Wis. Stat. § 943.201(2); and/or 18 U.S.C. § 2724.

While performing tasks on the WisVote system, you must exercise reasonable care not to access or disclose any information on the WisVote system unless it directly relates to the administration of elections, prescribed in your official duties, or as otherwise prescribed by law. This agreement covers electronic data, as well as hard copies printed from WisVote. Your ability to access or view hard copies of printed information from WisVote does not grant you the authority to disclose it.

SYSTEM VULNERABILITIES:

In the course of performing job duties, if you encounter system vulnerabilities, such as the specifics of a system break-in or security exposure, you must immediately inform the Wisconsin Elections Commission's Help Desk (608-261-2028 or elections@wi.gov) and your supervisor of such vulnerabilities, and you should not disclose them further without approval. This restriction is intended to reduce the risk that such vulnerabilities will be exploited.

ACCESS AUDIT:

WisVote users are advised that access to information residing on computer or network equipment used to support the WisVote system may be logged and the logs reviewed for appropriateness. Access logging and review are routine for staff granted broad access authority because of their work duties, such as system administrators, and may also be used for end users. Access logging may be initiated under other circumstances including random access-control audits.

ACKNOWLEDGEMENT:

I will use any information access privilege(s) granted to me in the course of performing duties on the WisVote system only in the performance of my assigned job duties. I understand that information and data I encounter in all cases should be protected and I will use reasonable care not to disclose confidential information.

I recognize there will be consequences for any unauthorized use of federal, state, and local data. I will comply with all applicable laws, rules, and policies to this effect. I understand it is my responsibility to protect my User ID and Password from use by others. I understand that the Wisconsin Elections Commission reserves the right to rescind any privileges or capabilities at any time. I further understand that any violation of this agreement may be a violation of work rules and may result in discipline including termination, fines, and possible criminal charges.

I understand that, under Wisconsin's Uniform Electronic Transactions Act, my signature, even if in electronic form, has full legal effect. See Wis. Stat. § 137.15. I understand and agree that typing my name or clicking "I agree" has the same legal effect as if I have physically signed the agreement. I have read this agreement and am signing it voluntarily.

Printed Name of WisVote User

Signature of WisVote User

Name of Agency/Organization

Date