

**TRUMBULL COUNTY IS/TELECOMMUNICATIONS DEPARTMENT  
USER AUTHORIZATION FORM**

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

User Last Name: \_\_\_\_\_

User First Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Records to be retrieved: \_\_\_\_\_

Company Phone #: \_\_\_\_\_

Security and confidentiality is a matter of concern to the Trumbull County IS/Telecommunications Department and all persons who have access to our data. Each person accessing our records holds a position of trust relative to this information and must recognize the responsibilities entrusted to him/her in preserving the security of this information. Those entrusted to any information must know and understand the following:

1. You must not enter or permit the entry of any unauthorized person to access these files.
2. You must not seek to benefit personally or permit others to benefit personally by any information obtained.
3. You must not exhibit or divulge the contents of any record to any person except in the conduct of your work assignment or in accordance with the policies of Trumbull County.
4. You must not knowingly include or cause to be included in any record or report of false, inaccurate or misleading information.
5. You must not remove or cause to be removed copies of any official record or report from any file from the office where it is kept except in the performance of your duty.
6. You must not violate rules and regulations concerning access for controlled areas.
7. You must report any violation of this code by anyone to your supervisor immediately.
8. You must not aid, abet or act in conspiracy with another to violate any part of this code.
9. You must not divulge your password to any other individual at any time.

I acknowledge that I have received, have read and understand the Trumbull County Code of Responsibility for Security to access Data Files.

I accept

I decline