

## Confidential Treatment of Information Acknowledgement (CTIA)

I have read and understand the Comptroller's Summary Public Information Disclosure Manual, a copy of which has been made available and explained to me. I understand that confidential information made available to me by the Comptroller's office is to be held in strictest confidence, and I will act in accordance with applicable federal and state laws, regulations, and Comptroller policy with regard to the safekeeping and disclosure of confidential information. I understand that I am not to use such information to the detriment of the Comptroller's office or the State of Texas.

I understand that it is my responsibility to consult with the Comptroller's office and obtain approval to disclose confidential information made available to me, and to ensure that any and all disclosures I make are made to people or entities authorized to receive such information.

I understand that I shall either return to the Comptroller's office or destroy any confidential information in my possession when I no longer require such information to perform services for the Comptroller's office.

I understand that computer system password(s) I receive or devise to access computer systems which may be made available to me for my use by the Comptroller's office are confidential. I will not disclose to any unauthorized person any password(s) which I am given or devise and I will not write such password(s) or post them where they may be viewed by unauthorized people. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of my password(s). I understand that use of a password not issued specifically to me or to a group of which I am a member is expressly prohibited.


I understand that criminal and/or civil penalties may apply if I obtain unauthorized access to, or make an unauthorized disclosure of, certain types of confidential information (e.g., IRS Federal Taxpayer Information, Protected Health Information, Sensitive Personal Information). Such penalties may include, but are not limited to, the following:

- A misdemeanor, punishable by up to 1 year in jail and/or up to a \$1,000 fine (Texas Tax Code §171.361)
- A misdemeanor, punishable by up to 180 days in jail and/or a fine of up to \$2,000 (Texas Tax Code §22.27(c))
- A felony, punishable by up to 5 years in prison and/or a fine of up to \$5,000 (26 U.S.C. §7213(a))

I understand that an attempt to circumvent any computer security system or other security control by any means is a violation of Comptroller policy. I also understand that failure to observe these restrictions may constitute a "Breach of Computer Security" as defined in Texas Penal Code, Section 33.02(b), and that such an offense constitutes a Class A or Class B misdemeanor, a state jail felony, or a felony of the first, second or third degree.

I understand that any copyrighted material, including but not limited to commercial computer software, which may be made available to me for my use by the Comptroller's office is protected by copyright laws and is not to be copied for any reason without permission from the copyright owner. I understand that the violation of copyright laws, including computer software, may result in fines, and/or imprisonment.

By my signature hereon, I acknowledge my understanding of the contents of this form and the continued applicability of these provisions after my access to confidential information and computer systems has been terminated.

Printed name of person requesting access		Name of employer	
 Signature of person requesting access		Work phone (area code and number)	
		Date	
		Work e-mail address	

*Under Ch. 559, Government Code, you are entitled to review, request, and correct information we have on file about you, with limited exceptions in accordance with Ch. 552, Government Code. To request information for review or to request error correction, contact your Comptroller Project Manager.*