

**Department of Finance and Administration
Central Payroll Bureau
Direct Deposit Confidentiality Agreement**

Effective date of access requested:

Employee's name and EMP ID:

Business Unit name and number:

THIS CONFIDENTIALITY AGREEMENT is made and entered as of the effective date listed above, by and between the Department of Finance and Administration and the employee named above, an employee of the business unit named above.

WHEREAS, Recipient has been granted access to update employees direct deposit information and,

WHEREAS, as a condition of granting such access through a special security role, the State and the Department of Finance and Administration (DFA) requires Recipient to agree to set internal controls and preventative measures, in accordance with this Agreement.

NOW, THEREFORE, in consideration of Recipient being granted access to update employees direct deposit information, the receipt of which is hereby acknowledged, the parties agree as follows.

1. Confidential Information Defined. "Confidential Information" means all information or data contained in SHARE and produced from SHARE that is available to Recipient through use of the employee direct deposit production role given to Recipient pursuant to this Agreement.

2. Use and Disclosure of Confidential Information. Recipient shall use Confidential Information produced solely in conjunction with updating employee's direct deposit information.

3. Use and Disclosure of SHARE Password. Pursuant to this Agreement, the Employee shall be given special security access. Recipient agrees to use the access solely for purposes of updating employee's direct deposit information. Recipient also agrees not to share their User ID or password with anyone else.

4. Safekeeping of Confidential Information. Recipient shall take reasonable steps to safeguard the Confidential Information whether in electronic or print form.

6. Internal Controls and Preventative Measures Recipient will ensure internal controls and preventative measures are in place to ensure direct deposit update requests are legitimate. Recipient will ensure all procedures for managing direct deposit changes are executed.

5. Remedies. Recipient acknowledges that unauthorized disclosure of Confidential Information and failure to set internal controls and preventative measures when updating direct deposit information could result in revoking direct deposit security role and/or appropriate legal action.

6. DFA Representative with Authority. Director of Financial Control Division/State Controller, is hereby designated as the DFA representative with authority to authorize the use or disclosure of Confidential Information. Recipient shall send all requests to use or disclose Confidential Information to:

Department of Finance and Administration
ATTN: Director of Financial Control Division/State Controller
Bataan Memorial Building, Room 166
Santa Fe, NM 87501

WHEREFORE, the parties have duly executed this Agreement.

Employee signature: _____

Print Name: _____

Date: _____

Human Resource Manager approval:

Signature: _____

Print Name: _____

Date: _____

Cc: Personnel File