



INFORMATION SECURITY AND DISCLOSURE STATEMENT FIRM

FIRM NAME

FIRM ADDRESS

TELEPHONE NUMBER

The California Department of Motor Vehicles (CADMV) collects confidential and personal information from the public to administer the various programs for which it has responsibility. This information is maintained according to provisions of various state and federal laws and regulations including the Information Practices Act, the Public Records Act, the California Vehicle Code, and the State Administrative Manual. The CADMV is committed to protect this information from unauthorized access, use, or disclosure. Policies pertaining to the DMV information are as follows:

I have read and I understand the following provisions of California Vehicle Code Section 1808.47:

“Any person who has access to confidential or restricted information from the department shall establish procedures to protect the confidentiality of those records.”

Pursuant to the above, I understand the following are my responsibilities:

1. To protect the confidentiality of any residence address information provided to me by and on behalf of CADMV.
2. As an authorized representative and/or corporate officer of the firm named above, I warrant that my firm and its employees will not disclose or alter any documents, diagrams, information, or information storage media made available to us by the CADMV. Any information copied (electronically, physically or otherwise) shall be for the sole purpose of adhering to the attached agreement. I warrant that only those employees who are required to use such materials will have access and authorization to them. Prior to receiving authorization as a CADMV information user, I will require each employee, whom I authorize to have access to CADMV data, to immediately and annually read and sign an “Information Security and Disclosure Statement Public/Private Partnerships (Employee),” EXEC 200X. One copy will be kept by the employee, the original kept by our management.
3. I warrant that my firm and its employees will access and use the information provided to me by the CADMV solely for the purpose specified in the attached Agreement. I warrant my firm and its employees will not access or use CADMV information for personal reasons. (An example of inappropriate access or misuse of CADMV information is memorizing or copying a residence address from a CADMV document or electronic record for any reason that is not related to job responsibilities.)
4. I warrant that my firm and its employees will not, in any way, distribute, sell, or alter the information provided by the CADMV.
5. I warrant my firm and its employees will not deliberately perform unauthorized additions, alterations, or deletions to existing data, or enter false or incomplete data on any CADMV document or computer data file.

