

---

---

**DECENTRALIZED SECURITY STATEMENT OF UNDERSTANDING**

---

**Section 1 — INSTRUCTIONS Complete form on-line, print, and sign; or print and complete.**

1. All applicable fields must be completed before submission to the State Controller's Office Decentralized Security Administrators.

---

**Section 2 — Acknowledgement**

---

By signing below:

I hereby acknowledge receipt and understanding of the provisions and restrictions contained in the PPSD Decentralized Security Guidelines.

I fully understand that violations of the security standards and procedures are subject to disciplinary action and immediate corrective action may result in revocation of access to the Personnel and Payroll System of the State Controller's Office. Any violation of the California Information Practices Act may also result in criminal and/or civil action. Any unauthorized access used for personal gain resulting in illegal or improper payments shall be subject to administrative, criminal and/or civil action.

I also understand that unauthorized access, attempted access or use of any computer systems and/or data of the State of California is a violation of Section 502, of the California Penal Code, and is subject to prosecution.

---

**Section 3 — Employee Information**

---

First Name      M.I.      Last Name

Classification

Department/Campus (Do not abbreviate)

Division, Section, Unit, Office

Social Security Number

Position Number

Signature

Date

---

**Section 4 — Privacy Statement**

---

The Information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that the following notice be provided when collecting personal information from individuals.

AGENCY NAME: State Controller's Office (SCO)

UNIT RESPONSIBLE FOR MAINTENANCE: Personnel and Payroll Services Division, 300 Capitol Mall/PO Box 942850, Sacramento, CA 942850-5878.

AUTHORITY: Security access authority and protection of information, data and physical system assets of the State of California are mandated by: Govt. Code Sections; 11019.9, 11549, 11549.3; State Administrative Manual Sections 5300-5399 and the SCO Information Security Manual.

PROVIDING INFORMATION: Providing the social security account number is voluntary in accordance with the Federal Privacy Act (Public Law 93-579). If, however, the social security account number is not provided the SCO will be unable to authorize or provide security access to the SCO Personnel and Payroll System.

PURPOSE: The information you furnish will be used to determine your status as a bonafide state employee of the department/campus submitting this document and to verify eligibility for authorized access to the confidential/sensitive data contained in the SCO Personnel and Payroll System. This information will be used by the SCO to establish security access, authentication, tracking/monitoring and internal system controls to ensure proper use of access codes and enforcement of all security requirements.

ACCESS: The information submitted to the Personnel and Payroll Services Division is confidential and only authorized personnel involved in the security process will be allowed access.