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# Individual’s Privileged Access Agreement

## Introduction

This agreement establishes expectations for the conduct of individuals granted privileged access to Enterprise Technology Services (ETS) managed infrastructure. By signing this document, individuals agree to comply with the Privileged Access Statewide Policy (#107-004-140) and the terms and conditions listed below.

ETS is not responsible for maintaining this signed agreement. This signed agreement will be maintained by the customer organization and made available for audit purposes.

## Definitions

For the purposes of this agreement, privileged access is defined as access to the ETS managed infrastructure that enables the individual to take actions that may affect computing systems, network communication, or the accounts, files, data, or processes of other users.

## Terms and Conditions

1. If privileged access is not necessary, I will use the minimum amount of access required to perform assigned job duties.
2. I will only use privileged access to perform actions related to my assigned job duties.
3. I will contact ETS before taking any action that may impact production services.
4. I will not share my user credentials with any other individuals.
5. I will not use any production account credentials for anything other than the assigned purposes.
6. I am responsible for all actions taken using my credentials.
7. I will notify ETS staff at the earliest possible opportunity if unintended or unexpected results occur during use of privileged access.
8. I will promptly report any indication of misuse or possible security concerns to my management and ETS Service Desk.
9. I will use privileged access in accordance with all relevant policies, procedures, statutes, laws and regulations.
10. I understand that any indication of misuse of my privileged access will be promptly reported to the CIO, authorized approver (s) and/or IT management of my organization.

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| |  | | --- | | Print Name:  Title:  Organization:  Signature **X**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: | |
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