

**Maryland Department of Transportation  
Office of Transportation Technology Services**

**SECURITY ADVISORY FORM**

This ADVISORY is initiated for INFORMATIONAL purposes only. The following paragraphs shall in no way be construed as a waiver by the undersigned of the rights and protections provided by COMAR (Code of Maryland Regulations) Title 11, Department of Transportation, Subtitle 2, Transportation Service Human Resources System, if applicable, and/or by law or regulation.

The Office of Transportation Technology Services, its client agencies and their customers adhere to State Data Processing Security Policies as set forth in Executive Order 01.01.1983.18 (Privacy and State Data System Security); Md. Code Ann., Criminal Law Article, §§ 8-606 (Making false entries in public records and related crimes) and 7-302 (Unauthorized access to computers and related material); Md. Code Ann., General Provisions Article, Title 4 (Maryland Public Information Act); Md. Code Ann., Transportation Article, §§ 12-111 through 12-113 (Motor Vehicle Administration Records); and, as published by the Secretary of the Department of Budget and Management from time to time under Md. Code Ann., State Finance and Procurement Article, Title 3A, Subtitle 3 (Information Processing).

Federal laws affecting access to and use of computer information include, but are not limited to, the following: 15 U.S.C. § 271 *et seq.* (National Institute of Standards and Technology), 44 U.S.C. § 3541 *et seq.* (Federal Information Security Management Act of 2002 ); 49 U.S.C. § 30301 *et seq.* (National Driver Register Act of 1982); 5 U.S.C. § 552 (Freedom of Information Act); 5 U.S.C. § 552a (Privacy Act of 1974); 18 U.S.C. § 1001 *et seq.* (Computer Fraud and Abuse Act of 1986); 18 U.S.C. § 1030 (U.S. Computer Crime Statute of 1984); § 17 U.S.C. § 109 (Computer Software Rental Amendments Act of 1990); 15 U.S.C. § 1681 *et seq.* (Fair Credit Reporting Act); 18 U.S.C. § 2721 *et seq.* (Driver's Privacy Protection Act of 1994); and Federal Copyright Law.

Specifically PROHIBITED ACTS include, but are not limited to:

1. Unauthorized access to or use of a computer, data or software.
2. Unauthorized copying or disclosure of data or software.
3. Obtaining unauthorized confidential information.
4. Unauthorized modification or altering of data or software.
5. Introduction of false information (public records).
6. Disruption or interruption of the operation of a computer.
7. Disruption of government operations or public services.
8. Denying services to authorized users.
9. Taking or destroying data or software.
10. Creating/altering a financial instrument or fund transfer.
11. Misusing or disclosing passwords.
12. Breaching a computer security system.
13. Damaging, altering, taking or destroying computer equipment or supplies.
14. Devising or executing a scheme to defraud.
15. Obtaining or controlling money, property, or services by false pretenses.

Authorized access to, including **INTERNET** and **INTRANET**, and use of information and computer resources is limited to the PURPOSE for which these privileges are granted. All authorized users during the term of their access and thereafter, shall hold in strictest confidence and not willfully disclose to any person, firm or corporation without the express authorization of the Director, OTTS, any information related to security, operations, techniques, procedures or any other security matters. Any breach of security will be promptly reported to the Director, Office of Transportation Technology Services, designee or security officer.

I acknowledge that I have read and understand the foregoing security advisory.

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please print or type)

EIN: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Badge Number: \_\_\_\_\_

Logonid: \_\_\_\_\_