

## **INFORMATION SYSTEMS SECURITY RULES**

### **Passwords:**

DO protect your passwords. DO NOT reveal them to anyone. Notify your clinic Information Systems Security Officer if you suspect or know that your password has been compromised. DO take special precautions when logging on to ensure that your password is not disclosed to other personnel. DO NOT use another person's password or allow anyone to use your password.

### **Access to Data and Systems:**

DO NOT enter, copy, or otherwise process any CLASSIFIED data.  
DO access only data required to accomplish your official duties.  
DO log off anytime you are going away from your terminal or computer.  
DO immediately retrieve and protect all sensitive printed reports or documents from the printer..  
DO label all diskettes containing privacy act or sensitive data and store them in a secure location.  
DO save your data often while working and make backups any time you make significant additions or changes to your data.

### **Software:**

DO use only NDCSW authorized software.  
DO observe all software license agreements.  
DO NOT make unauthorized copies of software.  
DO NOT use any public domain or shareware software unless it has been authorized and tested by the Management Information Department.

### **Security Incident Reporting:**

DO report immediately all incidents of compromise, suspected compromise, unauthorized access (accidental or deliberate), disclosure of sensitive information or passwords, and related security violations to your clinic Information Systems Security Manager.

### **User Acknowledgment:**

I have read this document and understand my general responsibility in the use and protection of the U. S. Naval Dental Center Southwest and Branch Dental Clinic computer systems, data, and programs. I understand that failure to comply with established Automated Information Systems Security rules may result in administrative and/or disciplinary action.

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User Signature

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Date

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Print User Name

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Department/Clinic

Copy to:  
Original to clinic ISSM