

**MEMORANDUM OF AGREEMENT
BETWEEN
THE COMMONWEALTH OF KENTUCKY**

**AGENCY NAME
AND
THE PERSONNEL CABINET**

RELATING TO ACCESSING AND USE OF PERSONNEL DATA

August 26, 2010

The purpose of this Memorandum of Agreement (MOA) is to address the cooperative effort entered into between the Personnel Cabinet and (Agency Name) regarding the access and utilization of confidential data maintained by the Personnel Cabinet. This agreement shall be effective upon the signature of each agency's senior executive and shall continue indefinitely unless terminated by one or both of the parties. Any amendments to or termination of this agreement shall be in writing, and any amendments shall be subject to the approval of both parties.

The Agency agrees to:

- Identify a Primary and Alternate Agency Security Contact(s), who will have the authority to request access to any Personnel Cabinet Systems, on the attached Agency Security Contact Form.
- Notify the Personnel Cabinet of any change in the Primary or Alternate Agency Security Contact(s) by submitting the request on the attached Agency Security Contact(s) Designation Form.
- Authorize the Agency Security Contact(s) to submit and ensure compliance of the Systems Access Requests for agency users who have a valid need to access Personnel Cabinet data.
- Maintain the integrity, confidentiality and security of the Personnel Cabinet's data.
- Immediately notify the Personnel Cabinet's Security Administrators of any actual or suspected breach of security involving Personnel Cabinet data.
- Ensure the Personnel Cabinet data is used only for official Authorized Agency business.

The Personnel Cabinet agrees to:

- Grant access, as necessary, to Personnel Cabinet systems to facilitate and promote human resource administration for staff, employees and benefits recipients.
- Provide Security Administration and IT support of Personnel Cabinet systems.

While Commonwealth Agencies must access, when necessary, the Personnel Cabinet's systems to transmit, update, document, record, detail, reconcile or otherwise administer human resource administration for its staff and employees, the Personnel Cabinet maintains ownership of all data.

Please sign in blue ink and return the original MOA to the Division of Employee Management, Attn: Org Management Branch, Security.

Cabinet Secretary or Agency Head/ Date

Commissioner of DHRA/ Date

Director of DEM/ Date