

First 5 Solano Persimmony System User and Confidentiality Agreement

Instructions: To request a Persimmony Logon ID and access to the Persimmony System, please complete this form and then scan/email or mail to First 5 Solano at cfcsolano@solanocounty.com or First 5 Solano, 601 Texas St. Ste 210, Fairfield, CA 94533.

Acknowledgement of Responsibility:

Confidential information is valuable and sensitive and is protected by our California Constitution and other laws. The intent of these laws is to assure that confidential information will remain confidential - that is, that it will be used only as necessary to accomplish First 5 Solano's programmatic goals.

I understand and acknowledge that as part of my job assignment I may be accessing the First 5 Solano Persimmony System ("Persimmony") using a password that I create. In that event:

1. It is my legal and ethical responsibility to preserve and protect the privacy, confidentiality and security of all records retained by First 5 Solano including the information in Persimmony. The information I may access in Persimmony will be handled in compliance with applicable privacy and security regulations and contractual agreements.
2. I agree to access, use, disclose or re-disclose confidential information only in the performance of my duties, and when required by or permitted by law. When disclosing or re-disclosing confidential information, I will disclose only the minimum information necessary, and only to persons who have the right to receive that information. Signed authorizations may be required in some cases.
3. I will maintain a secure work environment to ensure that the confidentiality of information from Persimmony is maintained. I agree to log-off, lock or otherwise password protect any computer I am using to access Persimmony when I am finished or leave my workstation. If confidential information is downloaded from Persimmony, the information will be filed in a secure place when I am not using the information and if printed, will be shredded upon discard.
4. I agree not to share my Persimmony Login information (including User ID and/or password) with anyone and that any access to Persimmony made using my Login is my responsibility. If I believe someone else has used my Login, I will immediately report the use to my supervisor or manager and together to the First 5 Solano Persimmony Administrator, and then request my Persimmony password be reset. I understand that my access to Persimmony is subject to audit in accordance with federal statutes and County policies.
5. I will not use or gain access to Personally Identifiable Information (PII) or Protected Health Information (PHI) or any other confidential information of any family members, caregivers, business relations, personal acquaintances or other individuals except as required for the performance of my assigned duties.
6. I will immediately report to my supervisors and together to the First 5 Solano Persimmony Administrator activities by any individual or entity that I suspect may compromise the privacy or security of confidential information from Persimmony. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities.



IT'S ALL ABOUT THE KIDS

- 7. I understand that that any unauthorized willful or malicious release of any personal or confidential information may subject me to legal and/or disciplinary action up to and including immediate termination of my or my employer's affiliation with First 5 Solano and/or contract, volunteer, student or employment status.
- 8. I understand that my obligations under this Agreement will continue after termination of my relationship with First 5 Solano and my use of Persimmony. I understand that my privileges hereunder are subject to periodic review, revision and if appropriate, renewal.

I hereby acknowledge that I have read and understand the foregoing information and that my signature below signifies my agreement to comply with the above terms.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Email: _____ Phone Number: _____

Please complete to inform the type of access being requested:

Grantee Organization: _____

Contracts Needed (list contract #s or names as listed in Persimmony): _____

Type of Access Needed:

- Fiscal
- Data Collection (Aggregate and Performance Measures)
- Client Level Data
- Reports

Supervisor Signature: _____ Date: _____

Supervisor Name: _____ Title: _____

FIRST 5 SOLANO USE ONLY

Contract Manager Approval: _____	Date: _____
Request Completed By: _____	Date: _____