



Washington County Volunteer Fire and Rescue Assn

Computer and Data

Date/Time

Certification and Data Protection Form

Company/Organization

I hereby certify that the Point System/LOSAP or other sensitive Association Programs or records maintained by the company shall be protected in a manner consistent with the security required for Personnel Records which they have been determined by the County to be.

As such No record, paper, or computer containing such records or data or other electronic storage devices containing such records shall leave the care and control of designated company personnel or the station, except on official approved business or as directed by the Association and always under the control of company personnel.

All original papers shall be kept confidential and shall be locked and kept from public access.

No computer that contains Point System / LOSAP data shall leave the station for repair (other than transport to the association office) without the data first being removed from the computer.

All computers containing Point System/LOSAP data shall be restricted as to access and shall not be "general use" computers.

Whenever internet connections are utilized they should be secured and hard wired, without wireless access to the same network that the computer is connected to.

The company agrees to comply with such data restriction rules promulgated by the Association as may become necessary for the safety and security of the information.

President

Date

LAPTOP/Specific Computer Certification

Company/Organization

I hereby certify that the computer in my possession is owned by the above company and is assigned to me to perform a function required by the installation of Association Software upon this computer.

I understand that the data loaded herein is sensitive personnel data and shall be protected by me at all times during the operation of my duties. I will not remove the data nor allow unauthorized access to the computer or data.

Authorized User

Date

LOSAP Installed Date: _____ Tag Program Installed Date: _____

Firehouse Installed Date: _____ Other Installed _____ Date: _____

Computer: _____

Association Installer