

This policy is the official policy for all users that access the Registry of Motor Vehicles' (RMV) records.. This policy should be read in conjunction with MassDOT's "Acceptable Use of Information Technology Resources" policy directive located on TransNET.

The RMV is committed to maintaining a secure system. Therefore, it is the responsibility of the user to read, understand, and follow this policy. A user who fails to follow this policy may be subjected to disciplinary actions, including termination, criminal proceedings and/or \$5,000 fine per violation. You, as the user, have been granted access to the RMV data for the express purpose of fulfilling your job duties. All activity on your user credential is recorded, stored, monitored and audited.

User Credentials

User Credentials is the term for an ID and password that allows users access to RMV records contained in the RMV ALARS & ATLAS, including Universal Access ID (UAID), ALARS Sign on ID, Citrix Account (also known as Active Directory (AD) account), among others.

You have been issued a User Credential(s) for the RMV system. The RMV System ID(s) controls the specific function(s)/role(s) access that you are authorized to use. These functions/roles are determined by your job duties and managers. The User Credential is for the exclusive use of the individual to whom they are assigned. The password associated with a User Credential must not be divulged to another person. You are not permitted to use, or attempt to use, a User Credential issued to another person. You must take all reasonable precautions to protect your User Credential. You are personally responsible for all activity that occurs when your User Credential(s) is in use. This means that you will be held personally accountable for the money collected; the accuracy of any transaction performed; and any inquiry conducted using your User Credential. All transactions are official records of the RMV. If you suspect that a password has been compromised, you should contact RMV IS Security immediately at 857-368-7930.

ALARS RMV System IDs: The system will automatically prompt you to change your password. Your User Credential will be deactivated if:

- you do not change your password for 60 days or within 30 days of issuance of your User Credential(s)
- you type your password wrong 3 consecutive times

It is a violation of RMV policy to leave your computer unattended with the User Credential(s) actively logged on. You must lock the computer or log off before leaving your computer.

Data Confidentiality

The RMV system stores personal and confidential information. The Federal Driver Privacy Protection Act (DPPA) and the Massachusetts Identity Theft Act, G.L. c. 93H protects this information. The DPPA broadly defines personal information as information that identifies an individual, including an **individual's photograph, social security number, driver identification number, name, address, telephone number, and medical or disability information**. Specifically excluded from the definition of personal information is information on vehicular accidents, driving violations, and driver's status.

Personal information contained in RMV records must:

- not be visible to customers
- be shredded or deposited into a locked shredder box when no longer needed.
- never be brought outside of the workplace, unless required to perform your job duties.
- not be used in furtherance of any illegal act, including violation of any criminal or civil laws, for any political purpose or for any commercial purpose.

- never be disseminated, unless such dissemination is required by your job duties.
- never be sold, bartered, charged a fee, or receive any other consideration for RMV records.

Under no circumstances is it permissible for you to acquire access to the RMV records unless such access is required to perform your job duties. You may not attempt to gain or assist others in gaining unauthorized access to RMV records.

If you have any questions concerning this policy, please contact the MassDOT Legal Department at 857-368-8777.

Affirmation

I _____(print name) have read the policy and I agree to abide by the policy described above. I understand that this official policy applies to all RMV Systems and User Credentials issued to me for access to RMV records. I understand that I am accountable for my actions while using the User Credentials, that my manager expects me to use reasonable judgment when applying this policy to my responsibilities with RMV, and that I understand that all my transactions are recorded, stored, monitored and audited. Violation of this policy may be subjected to disciplinary actions, including termination, criminal proceedings and/or \$5,000 fine per violation.

Signature: _____

Section/Agency Name: _____

RMV System ID: _____ Date: _____

For verification purposes,
please list the last 4 digits of your SSN: _____ or last 4 digits of Driver License #: _____ State: _____

THIS POLICY MUST SIGNED AND RETURNED AS SOON AS POSSIBLE OR YOUR RMV SYSTEM ID WILL BE DEACTIVATED.

ONLY ORIGINAL SIGNATURES WILL BE ACCEPTED.

RETURN POLICY TO:

**RMV IS SECURITY DEPARTMENT
25 NEWPORT AVE EXTENSION
QUINCY, MA 02171**

*The RMV reserves the exclusive right to alter or amend this document at any time.
This document is a public record.*