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**DECENTRALIZED SECURITY STATEMENT OF UNDERSTANDING**

**Section 1 — INSTRUCTIONS Complete form on-line, print, and sign; or print and complete.**

1. All applicable fields must be completed before submission to the State Controller's Office Decentralized Security Administrators.

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**Section 2 — Acknowledgement**

By signing below:

I hereby acknowledge receipt, reading and understanding of the provisions and restrictions contained in the PPSD DECENTRALIZED SECURITY GUIDELINES.

I fully understand that violations of the security standards and procedures are subject to disciplinary action and immediate corrective action may result in revocation of access to the Personnel/Payroll System of the State Controller's Office (SCO). Any violation of the California Information Practices Act may also result in criminal and/or civil action. Any unauthorized access or use for personal gain or resulting in illegal or improper payments shall be subject to administrative, criminal and/or civil action.

I also understand that unauthorized access, attempted access or use of any computer systems and/or data of the State of California is a violation of Section 502, of the California Penal Code, and is subject to prosecution.

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**Section 3 — Employee Information**

First Name    M.I.    Last Name

Classification

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Department/Campus (Do not abbreviate)

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Division, Section, Unit, Office

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\*Social Security Number

Position Number

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Signature

Date

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**Section 4 — \*Privacy Statement**

The Information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that the following notice be provided when collecting personal information from individuals.

AGENCY NAME: State Controller's Office (SCO)

UNIT RESPONSIBLE FOR MAINTENANCE: Personnel/Payroll Services Division, 300 Capitol Mall/PO Box 942850, Sacramento, CA 942850-5878.

AUTHORITY: Security access authority and protection of information, data and physical system assets of the State of California are mandated by: Govt. Code Sections; 11019.9, 11549, 11549.3; State Administrative Manual Sections 5300-5399 and the SCO Information Security Manual.

PROVIDING INFORMATION: Providing the social security account number is voluntary in accordance with the Federal Privacy Act (Public Law 93-579). If, however, the social security account number is not provided the SCO will be unable to authorize or provide security access to the SCO Personnel/Payroll System.

PURPOSE: The information you furnish will be used to determine your status as a bonafide state employee of the department/campus submitting this document and to verify eligibility for authorized access to the confidential/sensitive data contained in the SCO Personnel/Payroll System. This information will be used by the SCO to establish security access, authentication, tracking/monitoring and internal system controls to ensure proper use of access codes and enforcement of all security requirements.

ACCESS: The information submitted to the Personnel/Payroll Services Division is confidential and only authorized personnel involved in the security process will be allowed access.