



ONLINE PROGRAM INQUIRY INFORMATION CONFIDENTIALITY POLICY

For Department Use Only
Bureau of Motor Vehicles • 1101 South Front Street • Harrisburg, PA 17104-2516

PennDOT collects confidential and personal information from the public to administer the PennDOT Online Program for which it has responsibility. PennDOT is committed to protecting this information from unauthorized access, use or disclosure. As an employee of a participating company, it is your responsibility to assist in this commitment. The following requirements have been set forth to notify all employees of participating companies of the responsibilities for handling and protecting information obtained from their motor vehicle and/or driver license inquiries in PennDOT's system.

"I understand the following requirements are my responsibility to uphold in order to keep PennDOT's customer's records confidential."

- I am responsible for complying with Section 6114 of the Pennsylvania Vehicle Code, Section 607 of the Fair Credit Reporting Act, and the Driver Privacy Protection Act (DPPA) for any motor vehicle and/or driver license record check conducted by me. I fully understand that these records are confidential and may be accessed only for the purpose of completing my customer's transaction. I acknowledge that these records may not be sold, published, or disclosed for any purpose, nor may any information displayed on a computer screen be printed for any reason, unless specifically authorized in writing by PennDOT.
- I understand that the disclosure, reproduction or utilization of any record obtained through my privilege to access PennDOT records and/or my system access ID in whole or in part, in any form, by any electronic, mechanic, or other means, now known or hereafter invented, including xerography, photocopying and recording or in any information storage or retrieval system is strictly forbidden.
- I must have Form MV-753, "Authorization for Release of Motor Vehicle/Driver Record Information," signed by the customer to access/query on their record.
- I may access information only when necessary to accomplish the responsibilities of my employment related to a legitimate business purpose. I may help my co-workers directly only if the transaction is part of my assigned job responsibilities related to a legitimate business purpose.
- I may **neither ACCESS any records nor PROCESS any transactions** to assist my family, friends or myself.
- I may not access and/or provide record information to a co-worker so that co-workers can assist their family or friends.
- I may **neither ACCESS any records nor PROCESS any transactions** in my name for any reason including training.
- I may not use information obtained for the purpose of solicitation, endorsement or the compilation of mailing lists.
- I may not access information about another person, including locating their place of residence, for any reason such as sending birthday cards, just being curious or any other reason that is not related to my job responsibilities and related to a legitimate business purpose. I may not tell someone the address of another person when it is not an authorized disclosure or part of my job responsibilities or related to a legitimate business purpose.
- I may disclose PennDOT information only to individuals who have been authorized to receive it.
- I must keep my password confidential by taking reasonable precautions to maintain the secrecy of the password. It is my responsibility to report any suspicious circumstances or unauthorized individuals I observe in the work area to my superior.
- I am responsible for all transactions occurring under my "log on" identification. I must keep my login information confidential and I may not allow anyone else to process work under my login credentials.

I hereby certify that I, _____, an employee
Printed Name of Employee

of _____,
Agent Name
Dealer Identification Number

have read and understand the Online Program Inquiry Information Confidentiality Policy as stated above and agree to abide by the requirements set forth therein. I further understand that if I fail to abide by any of the requirements of this policy, my privilege to access PennDOT records may be suspended, canceled, or revoked, and that I may permanently be prohibited from performing any services under any PennDOT contract. I understand that criminal charges may be filed if I fail to abide by any of the requirements of this policy.

 Employee Signature

 Date