



Energy Programs Service Provider

eHEAT User Security Agreement

Description:

This agreement specifies the expectations and responsibilities of eHEAT Service Provider Users. eHEAT system security allows only authorized Service Provider employees (users) to perform the tasks necessary to implement the Energy Assistance Program (EAP) and the Weatherization Assistance Program (WAP). User access is granted by a Service Provider Security Administrator. An individual user accesses the eHEAT system only to perform tasks necessary to execute his or her roles as assigned by the Service Provider Security Administrator.

Background:

EAP and WAP Service Providers employees deliver program services. The Service Provider Security Administrator assigns each user one or more roles that parallel employee functions for EAP and WAP program delivery.

The eHEAT system has one central State Security Administrator. The State Security Administrator has authority to establish roles for Department of Commerce (Commerce) users, Service Provider Security Administrators and Energy Vendor Security Administrators. A user is an individual who is authorized to log on and view or act on eHEAT data.

To ensure secured and authorized access to the eHEAT system, the Service Provider User agrees to:

- Maintain the confidentiality of their Password and the User ID assigned to them by the Service Provider Security Administrator.
- Follow all policies and procedures established by EAP, WAP and the Service Provider, including data access and data sharing policies and procedures in accordance with the following: Minnesota Statute Section 216C.266 provides that data collected maintained, or created because an individual applies for energy assistance is private data for the purposes of the Minnesota Government Data Practices Act (MGDPA) (Minnesota Statute Section 13.02). The collection, storage, use and release of the information shall be limited to that necessary for the administration and management of EAP and WAP. The information may not be released except as permitted by the MGDPA.
- Immediately report known or suspected security breaches to Service Provider or State Security Administrator.
- Immediately report changes of user status to the Service Provider Security Administrator.

By signing this I agree to comply with requirements of an eHEAT Service Provider User as described above and acknowledge and agree to the following:

The eHEAT system is the property of Commerce. Access to this service is for authorized personnel only. Use of this system without authority or in excess of authority from Commerce may result in disciplinary action, civil and criminal sanctions and other appropriate action. Any activity on this system may be monitored or accessed by Commerce or other authorized officials at any time. This includes any data created or stored using this system. All such data is subject to the MGDPA. Accessing the data without the expressed authorization of the Service Provider Security Administrator is a violation of the MGDPA. Further, the State of Minnesota prohibits unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of its information in accordance with the Minnesota Statutes Sections 609.87 – 609.891.

Service Provider User Printed Name: _____

Last four digits of Service Provider User's Social Security Number: _____

Service Provider User Agency: _____

Service Provider User Phone: _____

Service Provider User Email: _____

Service Provider User Signature: _____

Date Signed: _____

Service Provider Security Administrator's Printed Name: _____

Service Provider Security Administrator's Signature: _____

Effective for Federal Fiscal Year 2017