

**COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES**  
Notice and Acknowledgment of Data Security Responsibilities

DHS Policy No. 935: Data Security Policy and Use of Electronic Equipment

I understand it is the policy of Los Angeles county that all personnel (defined as: employees, contractors, students agency personnel volunteers, whether they are permanent, temporary, part-time or other) are personally responsible for the protection of all County information data, and information processing resources which they have access to by virtue of employment by the County.

I hereby acknowledge being responsible for the proper use of electronic equipment and the privacy, integrity and availability of County data in compliance with DHS Data Security Policy No. 935.

**ACKNOWLEDGMENT**

By my signing where indicated below, I acknowledge and affirm each of the following:

1. I have received and carefully reviewed a copy of DHS Data Security Policy No. 935.
2. I understand that I shall be held personally responsible and accountable for complying with this policy.
3. I am aware that if violate any provisions of the policy, I will be subject to disciplinary action which may include discharge from service, and/or agency.

Name (Print):	Employee Number:	Date:
Signature:	Job Title:	Pay Location:
Supervisor's Name (Print):	Supervisor's Signature:	Date:

4/7/2000

Distribution:

Original: - Employee-Official Personnel Folder  
Duplicate - Retained in Departmental Area File - For Personnel employee, contractors: students, volunteers, and agency personnel