

<p style="text-align: center;"><b>Texas WIC</b> <b>Health and Human Services Commission</b></p>
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Effective May 1, 2022

Policy No. AUT:08.0

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## **Acceptable Use Agreement**

### **Purpose**

WIC information and information resources are valuable assets that must be protected from unauthorized disclosure, modification, use, or destruction. The purpose of the revised Health and Human Services (HHS) Acceptable Use Agreement (AUA) is to assure that staff understand and adhere to all requirements concerning the use of WIC information resources.

### **Authority**

State Policy

### **Policy**

Local Agencies (LA) must ensure that information and resources maintain their integrity, confidentiality, and that their availability is not compromised. All LA staff must sign the Acceptable Use Agreement (as defined below) documenting their acceptance of computer usage requirements.

### **Definitions**

**Information resources** - the procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information by LA staff to and from the State Office.

**Acceptable Use Agreement (AUA)** – a required form for staff to sign agreeing to adhere to state agency policies and procedures for the use of state resources.

### **Procedures**

- I. All LA staff assigned a WIC User ID must sign the Acceptable Use Agreement (stock# HHS AUA). The form is downloadable from the WIC

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Catalog at [Acceptable Use Agreement \(AUA\) – Texas WIC Catalog \(specialbee.com\)](#).

- II. Staff must initial each page of the document and must complete the required fields on page 7 of the AUA. The required fields include:
  - A. Signature on the “HHS Contractor Signature” line
  - B. Printed name on the “HHS Employee/Contractor Name Printed” line
  - C. Local Agency Name on the “HHS Agency and Department or Division” line
  - D. Date Agreement signed on the “Date Agreement Signed” line
- III. WIC Directors are responsible for ensuring staff initial each page and sign the form on page 7 prior to giving access to user accounts. The LA must retain all pages of the initialed and signed AUA forms for audit/review. Refer to [GA:03.0 Records Retention](#).
- IV. As required by the AUA, staff must secure work stations by locking the screen or logging off when leaving workstations.
- V. All staff must complete a Texas Department of Information Resources (DIR) Certified Cybersecurity Training within 30 days of hire and annually thereafter.