

**NCDOR Non-Disclosure Agreement
and Security Awareness Training Acknowledgement
for Third-Party Providers¹**

As a Third-Party Provider and agent to North Carolina Department of Revenue (NCDOR), I agree that signing this Non-Disclosure Agreement (hereafter referred to as ‘this agreement’) and fully complying with all the terms and conditions are requirements for providing contracted services for NCDOR. Further, compliance with this agreement by a Third-Party Provider is material to the performance of the contract between NCDOR and the Third-Party Provider. This agreement also is required to be signed by any person using NCDOR systems for an extended period of time while working in a non-public area of a NCDOR facility.

1. Information that belongs to NCDOR may include highly sensitive and confidential data. In some instances, improper release or use of NCDOR or other agency information by a Third Party Provider could subject the individual to criminal prosecution. Contractors of NCDOR may be required to handle various types of confidential data. Including: State Taxpayer Information, Federal Taxpayer Information, and other Confidential Information, such as: Merchant Credit Card data, and other information deemed confidential that is explicitly exempt from the North Carolina Public Records laws.

2. **TAX INFORMATION.** As part of my duties as a third-party provider and as required by statute, I may be performing tasks involving use or storage of confidential state and federal tax information. As such a third party provider, I may be subject to substantial civil and criminal penalties imposed by various state and federal statutes (NC Gen. Stat. §105-259 and the Internal Revenue Code, 26 U.S.C. § 6103, 7213, 7213A, 7431) for unauthorized disclosure or inspection of tax information. Moreover, I may be requested by other persons to provide access to tax data.

3. **Personal Identifying Information** – As part of my duties as a third-party provider, I may be required perform tasks that involve the use or storage of Personal Identifying Information as defined by NC Gen. Stat. § 132-1.10 and NC Gen. Stat. § 75-61. I agree to protect and not disclose confidential Personal Identifying Information, such as Social Security number, Name and Bank Account Number, etc. Misuse or unauthorized disclosure of Personal Identifying Information could be considered a material breach of contract.

Note: 1) Third party providers are non-state employees, such as vendors, suppliers, individuals, contractors, and consultants, including their employees and agents, responsible for providing goods or services to the state. In order to perform the requested services, a third party may require access to information technology assets and access to agency information determined to be valuable to operations and/or classified as confidential by law.

Because of the above restrictions on use of information stored at NCDOR, I agree not to release any information that I access at NCDOR without proper authority or permission.

I acknowledge and agree that failure to comply with this agreement may be considered a material breach of the contract and will result in denial of access to information at NCDOR. As stated above, in some instances failure to comply with this agreement may subject me to criminal prosecution. I have read and understand this agreement and I agree to comply fully with the terms and conditions stated above.

I also acknowledge that I have completed North Carolina Department of Revenue Security Awareness Training (DORSAT). I understand the concepts presented and will adhere to the laws and security policies of NCDOR.

Name (Printed)

Company / Organization Name

Signature

Date