



AVATAR USER SECURITY AGREEMENT

It is the policy of the County of Los Angeles and the Department of Mental Health (LACDMH) that each County employee, whether permanent, temporary, part-time, contract, or in any other status, is individually responsible for the protection of all confidential applicant and participant information, as well as all County information, data, and information processing resources to which he or she has access by virtue of employment.

As an employee of the County of Los Angeles, you will have access to confidential mental health information about clients contained within the AVATAR Electronic Health Record System. All County employees using the AVATAR System have an obligation to protect this sensitive information.

As an AVATAR System user, I understand that my responsibilities include, but are not limited to, the following:

1. All data displayed by the AVATAR System are confidential and shall not be disclosed to any unauthorized person(s) or group(s). If in doubt, I must consult with my immediate supervisor or manager.
2. I must protect the privacy and confidentiality of our clients at all times and Data browsing is strictly prohibited.
3. I am responsible for the secrecy of my password. My password must neither be written down nor told to anyone. If I know or suspect that my password is known by someone other than myself, I must immediately change my password, and notify the Help Desk, my immediate supervisor or manager.
4. I am not permitted to use my password to logon to the AVATAR System to allow any other person to access the system.
5. I may only use the AVATAR System for those specific functions for which I am authorized. Personal, non-County business, and/or unauthorized use of the AVATAR System are forbidden. This includes the use of the email component within the AVATAR System.
6. I understand that it is illegal for me to knowingly access the AVATAR System and add, delete, alter, damage, destroy, copy or otherwise use the AVATAR System to defraud, deceive, extort, or control data for wrongful personal gain.
7. I understand that my access to confidential information in the AVATAR Systems is logged and may be audited at any time.
8. I must dispose of documents or other media that are no longer needed in a LACDMH Chief Information Office Bureau (CIOB) approved method that protects confidentiality as documented in LACDMH Policy 554.01, Device and Media Control Policy.

