

MAVRIC USER AGREEMENT
Terms and Conditions for Access or Use of the Department of Public Health's
Massachusetts Vital Records Information Collaborative System

MAVRIC has been designed to allow individuals, as authorized by the State Registrar and consistent with their instructions, to perform one or more of the following functions:

- enter data elements required for and associated with the reporting of birth, fetal death and death occurrences and associated data elements required by MDPH for administrative, research and statistical purposes under M.G.L. c.111 § 24B into an electronic statewide vital records database owned and controlled by RVRs;
- register births and deaths, enter data elements required for voluntary acknowledgment of parentage, record voluntary acknowledgment of parentage, and amend records maintained in the statewide vital records database; and
- issue certified copies of vital records from the statewide vital records data base.

For purposes of this Agreement, the term Confidential Data means: any individually identifiable data, including but not limited to medical and demographic data that: 1) establishes or reveals the identity of the data subject or is readily identified with the data subject, including, but not limited to, name, address, telephone number, social security number, health identification number, or date of birth, or 2) provides a reasonable basis to believe that the data could be used, either alone or in combination with other information, to identify a data subject. Confidential Data includes any personal data required for or associated with birth and death reporting and registration and voluntary acknowledgement of parentage under applicable state and federal law.

As a MAVRIC User, I agree that:

1. I will access and/or use MAVRIC only as required to perform my job duties as specified above.
2. I will not share my MAVRIC User ID and/or password with any person or entity. I will not use another person's MAVRIC User ID and/or password to access MAVRIC.
3. I will not share any Confidential Data I enter or receive from MAVRIC with others unless such sharing is necessary to perform my job duties or as permitted by law.
4. I will only access MAVRIC from my work-issued computer. I will not access MAVRIC from any personal equipment or device.
5. I will not access MAVRIC from a computer which is in a public area. I will position my screen so that Confidential Data on the screen is not visible to others, and I will log off or lock my computer when stepping away from my workstation.
6. I will not put any Confidential Information from MAVRIC on an individual computer hard drive or on any portable media (e.g., external hard drive, thumb drive).
7. I will not email or otherwise transmit any Confidential Information from MAVRIC over the internet, except via MAVRIC.
8. I will immediately report any privacy or security incidents or breaches, including unauthorized transmissions, to the RVRs MAVRIC Helpdesk.
9. If I am a Designated MAVRIC External Administrator, I will only create, disable, or otherwise manage MAVRIC User IDs as authorized by the State Registrar. I will immediately notify the RVRs MAVRIC Helpdesk when a MAVRIC User or their job responsibilities otherwise change so that access to MAVRIC can be terminated.
10. I understand that RVRs may terminate any user's access to MAVRIC at any time for cause without notice and without penalty.
11. I understand that any willful and knowing disclosure of confidential information to unauthorized persons is in violation of the law and may subject me to legal penalty.