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OFFICE OF TECHNOLOGY
GOVERNMENT OF GUAM
FRANK L.G. LUJAN, JR
Chief Technology Officer

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Data Processing Manager

**GOVERNMENT OF GUAM DATACENTER ACCESS TERMS AND CONDITIONS
PRIVACY & SECURITY AGREEMENT**

The Office of Technology (OTECH) maintains information assets on behalf of the Government of Guam (GovGuam) in access-controlled areas, herein referred to as “Datacenters”. Physical access to these secured areas is restricted to a defined set of GovGuam OTECH employees and Agency Heads who are responsible for the operation and maintenance of information security, computing, network, and telecommunication resources, and have a business need for regular access to these facilities.

Non-OTECH personnel or Agency Heads who are granted access to these controlled facilities must abide by the following terms:

- Access to GovGuam Datacenter access-controlled facilities is approved solely for the need to perform assigned GovGuam duties, and not for any other reason.
- Under no circumstances shall a user use their access to grant a restricted user access to the Datacenter. User access is limited, personal, and non-transferable.
- User consents to the monitoring and logging of all access and activities performed within the Datacenter, to include access control logging and video surveillance.
- All activities performed within the Datacenter must not violate any law, regulation, or policy.
- The information contained in each Datacenter is confidential and proprietary or legally privileged information and is covered under the terms of this Agreement executed by the registered user. Copying, disclosing, retransmitting, recording, or photographing any information pertaining to the hardware, software, network, security, computing and telecommunication infrastructure and resources is strictly prohibited.
- Under no circumstances shall the user:
 - Lift floor tiles without prior knowledge, consent, and oversight of OTECH.
 - Tamper with or interfere with the function of the Transformers, Power Distribution Units (PDU), UPS, cameras, system hardware and software and network infrastructure and resources.
 - Open cabinet/rack doors or plug any device into the cabinet/rack’s power supply.
 - Tamper with or remove any IT devices (i.e. workstations, printers, laptops, phones, etc.)
 - Remove any cables or power connections from equipment.
- Under no circumstance should any food and beverages of any kind be within the raised floor area of the Datacenter.

I fully understand and agree to these terms and conditions. I also agree to cooperate during any investigation concerning the Datacenter, including any theft of property. Abuse of this access privilege and/or non-compliance with this Agreement may result in removal of access and/or disciplinary action.

Applicant Signature		Date
Applicant Name		Title
Email		Contact Number(s)
Justification for Access		
Request Activation Date:		Request Expiration Date:
Datacenter Access Request and Approval		
<input type="checkbox"/> DPHSS DATACENTER	<input type="checkbox"/> DRT DATACENTER	<input type="checkbox"/> OTECH DATACENTER
Director Signature Approval	Director Signature Approval	CTO Signature Approval
Date	Date	Date
OTECH Account Process		
<input type="checkbox"/> CTO Approved	CTO Signature	Date
Account Card No.	Date Created:	
Account Notes/Comments		

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otech.guam.gov/resources