



Discrimination Complaint Tracking System Security Agreement

The Discrimination Complaint Tracking System (DCTS) is a comprehensive case management system, which functions as California state government's system of record to track and monitor statewide discrimination and harassment complaints. DCTS captures complaint data such as complaint type, parties involved, dates of filing, investigation information, and outcomes.

California Department of Human Resources (CalHR) Equity and Accessibility and Management Services Division (EAMSD) utilizes DCTS to fulfill its mandate to advocate, coordinate, enforce, and monitor equal employment opportunity programs statewide¹.

All department Equal Employment Opportunity (EEO) Offices must utilize DCTS to report complaint data in a centralized and secure location. Department staff accessing DCTS should be familiar with these state and federal statutes:

- Government Code section 18573², which requires each appointing power to provide access to records and prepare reports as required by CalHR
- California Information Practices Act of 1977 (IPA)³
- Federal Privacy Act of 1974⁴

As an authorized user of DCTS, you agree to abide by this security agreement in a manner consistent with your employing department. You will have access to a variety of sensitive and confidential discrimination and harassment complaints made by your department's employees. This may include co-workers, supervisors, management, or executive management staff with whom you may be acquainted. Information you will encounter may encompass various employment activities, personnel issues, and allegations of misconduct on a variety of levels.

¹[State Civil Service Equal Employment Opportunity Program \(Government Code, § 19790 et seq.\)](#)

²[Government Code section 18573](#)

³[Information Practices Act of 1977 \(California Civil Code, § 1798 et seq.\)](#)

You are expected to keep all information confidential and agree to comply with the following:

1. Discrimination and harassment complaint information is confidential, and you are prohibited from revealing any complaint information to an unauthorized person.
2. We prohibit you from sharing system access information with anyone including your supervisor, subordinate employees, or persons performing your job duties in your absence.
3. DCTS must be accessed only from workstations owned, leased, or controlled by your employing department.
4. You agree to protect DCTS data against unauthorized access by securing unattended active workstation.
5. In the event of compromise or breach of login information, you agree to immediately notify your supervisor and CalHR EAMSD.
6. Illegal access or misuse of your user account will result in revocation of your access and may be punishable by dismissal.
7. If your job assignment changes,(a transfer to another position outside of EEO, for example), your access will be void and you may not continue to have access to DCTS. Immediately inform your department and CalHR EAMSD through the deactivation section of the Access Request Form.
8. A transfer to another position within EEO requires that you fill out a new CalHR EAMSD Access Request Form with updated information to change your credentials in DCTS.
9. You understand that CalHR has the right to investigate any potential security breaches or other incidents involving DCTS and agree to fully cooperate with any such investigation.

I certify that I have read and understand CalHR's DCTS Security Agreement. By signing this DCTS Security Agreement, I accept personal responsibility to preserve all confidential information I am exposed to during the performance of my job duties. I understand that if I intentionally misuse and/or disclose confidential information obtained from DCTS, I may be subject to administrative and/or civil action.

I agree to comply with this DCTS Security Agreement, policies, state and federal law regarding the use and protection of confidential information. I understand that unauthorized access, attempted access or misuse of any computer systems or data of the State of California is a violation of Section 502 of the California Penal Code⁵ and is subject to civil actions and/or criminal prosecution⁶. CalHR requires Security Agreements to be on file for all access granted to DCTS users.

The DCTS Access Request form documents the addition and deletion of system users. Users are allowed access by the department EEO Officer's justification and CalHR EAMSD approval. CalHR may restrict access to those who do not use DCTS to perform the duties of their job. Departments should take careful consideration when requesting user access.

Print Name: _____

Signature: _____ Date: _____

Violation of this Security Agreement is considered serious. Users who violate this agreement will have their access immediately terminated. The department has a right to pursue corrective and/or adverse action against any employee who violates any provision of this agreement.

⁵[Penal Code, § 502](#)

⁶[State Administrative Manual Chapter 5300 \(SAM – Information Security\)](#)