

## Recipient Employee Memorandum of Understanding Data Access to WisDot DMV Records

### Wisconsin DMV Data Access Information

- DMV customers expect their personal information will be protected and not provided to outside sources except under limited conditions, as authorized by state and federal law.
- DMV will provide information to any customer who requests the names of individuals and/or companies who have accessed their personal information from DMV or to whom their name has been provided through bulk records sales.
- If a customer claims their personal information was inappropriately accessed or provided, DMV will inform them that they may file a claim with appropriate agencies of the state or federal government.
- Individual employees and the business and/or agency may be held liable for misuse.

**As an employee of \_\_\_\_\_ (name) you agree to comply with the following expectations:**

- Be responsible for using the records to the extent permitted under state law and the Driver Privacy Protection Section of the Violent Crime Control and Law Enforcement Act of 1994 (DPPA).
  - The Federal Driver Privacy Protection Act (DPPA) of 1994 has been enforceable in Wisconsin since January 2000. The DPPA prohibits disclosure of “personal information” about any individual obtained by the Division of Motor Vehicles in connection with a motor vehicle record unless the use is authorized under DPPA. The DPPA allows disclosure of personal information for a variety of reasons, but Wisconsin law may contain additional prohibitions on disclosure.
- Review the expectations and the DPPA form (MV2896) annually.
- At all times, comply with and observe all federal and state laws and regulations, and local ordinances and laws that are in effect during the term of this agreement and which, in any manner, affect access to, use of, or distribution of the records.
- Ensure security of the information to reduce the possibility of questionable use or inappropriate access of the data.
- Do not publish or disclose personal data, except as authorized by state and federal law. “Personal information” is defined as information that identifies an individual, including highly restricted data. See the following chart for distinctions between the two data elements.

Personal data elements include:	Highly restricted data elements include:
Driver identification number	An individual’s photograph
Name	Social security number
Address	Medical or disability information
9 digit zip code (but not 5 digit zip code)	Any signature collected under Wisconsin Statute Chapter 343 (operators’ licenses)
Date of birth	Biometrics, such as fingerprints

Telephone number	
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- Do not use personal data to contact individuals, except as authorized by state and federal law.
- Recipient employees' access to driver and vehicle information is provided for business purposes only. Recipient employees may not retrieve, use, or view any photo images, signatures, any vehicle or driver records for personal reasons. Employees may not share images or records, or copies, with unauthorized persons. This includes, for example, looking up a co-worker's birth date or home address, driver record, vehicles owned, any vehicle suspensions, accident reports, driver medical records or reports, or any similar type of information.
- Do not refer to or use the names of the State of Wisconsin, the DMV or any state official or employee for commercial purposes. It is acceptable to disclose that the DMV is the provider of the records.
- Access data only during those times authorized by the employer.
- Do not reveal user IDs or passwords to any other individual other than the employer or WisDOT employees responsible for granting access.

**Note:** The confidentiality and disclosure requirements of this agreement survive the termination, for whatever reason, of the agreement itself, subject to state and federal statutes and administrative rules. New legislation that changes data access supersedes this agreement.

Confidential information is information that cannot be released to the general public because it is prohibited by law. You must not disclose confidential information that is gained through your position, for any reason, except as authorized or required by law. You also must not use confidential information for your personal gain or benefit.

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Employee Name *(please print)*

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Employee Signature Date

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Supervisor's Name *(please print)*

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Supervisor's Signature Date