

**North Carolina Immunization Registry (NCIR)
User Confidentiality Agreement**

As a user of North Carolina Immunization Registry (NCIR) under _____,
(Name of Provider)

I agree to abide by the following policies:

1. Limit access and use of information in NCIR to the minimum necessary to facilitate immunization vaccination information.
2. Maintain and protect the confidentiality of information contained in NCIR in accordance with applicable North Carolina state and federal law as well as the requirements set forth in the NC DHHS Privacy and Security Manuals (<https://policies.ncdhhs.gov/departamental/policies-manuals/section-viii-privacy-and-security>) and the NC Statewide Information Security Manual (<https://it.nc.gov/statewide-information-security-policies>).
3. Keep my assigned user ID and password confidential, including not sharing my NCIR login information with other users or any other unauthorized individual.
4. Neither request nor or use another person's NCIR login information, other credentials, or other unauthorized means to access the system.
5. Release immunization information only to those parties allowed access by North Carolina or federal law.
6. Report any violations of this confidentiality agreement, including suspected and confirmed privacy/security incidents or privacy/security breaches involving unauthorized access, use, disclosure, modification, or destruction of the information retained in NCIR within twenty-four (24) hours after discovery by submitting a report at: <https://security.ncdhhs.gov/>.

I understand that my failure to abide by the terms set forth in this User Confidentiality Agreement may result in the immediate termination of my access to NCIR.

Employee Name (Please Print)

Employee Signature/Date

Organization On-Site NCIR Administrator Signature

DISPOSITION:

Completed (signed and dated) form must be retained until participation in the state-supplied vaccine program ends and for six years following the end of the calendar year in which the agreement is terminated or for six years following the year any vaccine recipient was immunized during the final year of the agreement. If a notice of a claim or lawsuit has been made, this agreement(s) should be retained until after final disposition of the claim or litigation (including appeals).