



The Commonwealth of Massachusetts
 Executive Office of Health and Human Services
 Department of Public Health
 Registry of Vital Records and Statistics
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VIP USER AGREEMENT

Terms and Conditions for Access or Use of the Massachusetts Department of Public Health’s Vitals Information Partnership System and Electronic Vital Records

This VIP User Agreement must be signed by all individuals who seek authorization to use the Vital Information Partnership System (VIP), which application is owned and controlled by the Massachusetts Department of Public Health (MDPH) Registry of Vital Records and Statistics (RVRS) and under the supervision of the State Registrar.

The VIP has been designed to allow individuals, as authorized by the State Registrar and consistent with his instructions, to use VIP 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 data base owned and controlled by RVRS;
- register births and deaths in the statewide vital records data base;
- enter data elements required for voluntary acknowledgment of parentage into the statewide vital records data base;
- record voluntary acknowledgment of parentage in the statewide vital record data base;
- 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. In addition for purposes of this Agreement, Confidential Data includes any information required to be supplied for administrative, research and statistical purposes under G.L. c.111 §24B.

USER NAME _____
 TITLE _____
 EMPLOYER _____
 FUNERAL HOME LICENSEE TYPE _____
 TELEPHONE _____
 EMAIL _____

I seek authorization by the State Registrar to access or use VIP in my functional role as:

- An employee, agent or contractor of MDPH RVRS whose job function is directly connected to the administration of vital records and the collection and tabulation of vital statistics.
- An employee or contractor of a Massachusetts medical facility, physician's or medical examiner's office that is mandated by state law to report births, fetal deaths, deaths, acknowledgments of parentage and confidential data to MDPH RVRS and whose job responsibilities are directly related to such reporting.
- A city or town clerk or the Boston Registrar, boards of health or other government agencies or an employee of said agencies whose job responsibilities include vital registration, administration of vital records or the collection, tabulation and reporting of vital statistics to MDPH RVRS.
- An employee, agent or contractor of a Funeral Home whose job responsibilities include completing and filing the death certificate.
- Other, as approved by the State Registrar.

I understand that I must apply and be given authorization to use the Virtual Gateway, as a pre-requisite to obtaining authorization and a password to access or use VIP.

As a VIP User, I agree that:

1. I will access and/or use VIP only as required to perform my job duties as specified above.
2. I will not share my VIP User ID and/or password with any person or entity. I will not use another person's VIP User ID and/or password to access VIP.
3. I will not share any Confidential Data I enter into or receive from VIP with others unless such sharing is necessary to perform my job duties or as permitted by law.
4. I will only access VIP from my work-issued computer. I will not access VIP from any personal equipment or device.
5. I will not access VIP 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 VIP on an individual computer hard drive or on any portable media (e.g. CD, thumb drive).
7. I will not email or otherwise transmit any Confidential Information from VIP over the internet, except via VIP.
8. I will immediately report any privacy or security incidents or breaches, including unauthorized transmissions, to the RVRS VIP Helpdesk.
9. If I am a Designated VIP Access Administrator, I will only create, disable or otherwise manage VIP User IDs as authorized by the State Registrar. I will immediately notify the RVRS VIP Helpdesk when a VIP User is terminated or his/her job responsibilities otherwise change so that access to VIP can be terminated.
10. 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.

I hereby acknowledge I have read the above terms and conditions and agree to be bound thereby as a condition of access to and use of VIP.

VIP User Signature

Date