

AGENCY SECURITY ADMINISTRATOR FORM
ASSIGNED RISK PRODUCER COMMUNICATIONS ACCESS AGREEMENT

The (hereafter "Agency") hereby agrees to
(Agency Name)

the following terms and conditions of gaining and maintaining access to Commonwealth Automobile Reinsurers' (CAR's) secure Massachusetts Automobile Insurance Plan System (MAIP System) on its website:

1. The Agency will designate an Agency Security Administrator who will perform the following functions:
 - request access for Agency employees
 - provide information relative to security audits
 - act as a communications liaison between the Agency and CAR relative to all matters of security for access to CAR
 - reset passwords
 - address security breaches
2. CAR will assign User IDs for all access to CAR to each individual designated by the Agency Security Administrator.
3. The User ID will be specific to the designated individual and may not be shared. Any change in that individual's status with the Agency must be reported to CAR within 5 business days.
4. CAR will disable User IDs that have been inactive for more than 60 consecutive days.
5. User IDs will not be disclosed to any party other than the Agency Security Administrator, the individual User and CAR, unless specifically required by law.
6. The Agency certifies that it will not use any personal information obtained through use of CAR's MAIP Policy Application system for any purpose that is not permitted under Massachusetts or Federal laws, rules, or regulations. The Agency certifies that it is familiar with, and will fully comply with all applicable laws and regulations respecting access to and use of personal information, including without limitation the Federal Driver's Protection Act (18 U.S.C. 2721 et seq.), Massachusetts' identity theft laws (including M.G.L.c. 93H), the Standards for the Protection of Personal Information of Residents of the Commonwealth (201 CMR 17.00), and Executive Order 504, as such laws and regulations shall be amended from time to time.
7. The Agency certifies that it is familiar with, and will fully comply with, the data destruction requirements of M.G.L.c. 93I, and that, after its business purposes has expired, any "Personal information" (as defined by Chapter 93I) obtained by the Agency will be shredded, destroyed, erased, or otherwise disposed of in compliance with Chapter 93I.
8. Any questions or problems with regard to security or operational issues arising out of this agreement must be communicated by the Agency Security Administrator to a member of CAR's Operations Services Department.
9. The Agency agrees that CAR, in its sole discretion, shall have the right to cancel the Agency's User ID(s) for failure to comply with any of the above provisions, for misuse of any application, or for attempting to access restricted areas.

Agency Security Administrator

First Name

Last Name

Email Address

Additional Agency Locations (city only required)

Telephone No

Street

City

(Signature)

(Date)