



**ENERGY  
OUTREACH  
COLORADO**

## **Energy Assistance Database Access Request**

### **User Information**

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### **Database Terms of Use, Confidentiality Agreement and Disclaimers**

**Purpose:** Energy Outreach Colorado (EOC) created the Cash Assistance Database (“Database”) for the benefit of and exclusive use by its energy assistance partner agencies. By having Partner Agencies access this database, they represent that they currently meet the following criteria and that they will abide by the terms of this Agreement as stated below.

**Policy:** **Authorized Users and Access**

Access to the Database and use of these materials is restricted exclusively to persons who have been approved by Energy Outreach Colorado because they are caseworkers or otherwise involved in administering the Home Energy Assistance Grant at an EOC partner agency (“Authorized Users”).

You agree to not share your username and password with anyone, including other members of your office. In order to maintain the security of this Database, each individual must register separately.

**Procedure:** **Confidentiality and Use of Materials**

By accessing this database, you agree to keep all materials confidential. You agree not to disseminate, verbally or in writing, or otherwise provide any material obtained from the Database to any person not currently an Authorized User as defined under this Agreement. Prohibited dissemination includes, but is not limited to, publishing or posting content via other websites, email or any public outlet. Any non-

confidential use must be authorized in writing and in advance by the client. Any unauthorized disclosure must be reported as soon as it is discovered to EOC.

You may use this Database and the materials you obtain from it only in connection with the Home Energy Assistance Grant and for reporting data in aggregate form. Use for any other purpose, must be approved in advance in writing by EOC.

You must cease use of this Database, destroy any materials you have already obtained from this website, and immediately notify EOC at [energyassistance@energyoutreach.org](mailto:energyassistance@energyoutreach.org) if you cease work as a caseworker or grant administrator. Former caseworkers and other staff who are no longer working on energy assistance are not authorized to use this Database.

If you have any questions or concerns, please contact the energy assistance program at [energyassistance@energyoutreach.org](mailto:energyassistance@energyoutreach.org). Should you need to provide any of the information listed above, please do so in writing.

### **Revocation of Access**

Failure to abide by any of these terms will result in the immediate revocation of your access and other actions as may be deemed necessary to ensure the continuing confidentiality of materials and security of the Database. EOC reserves the right to revoke any user's access for any reason without advance warning. Concerns about misuse of any materials on this website or unauthorized access should be directed to [energyassistance@energyoutreach.org](mailto:energyassistance@energyoutreach.org).

I, \_\_\_\_\_, a representative of \_\_\_\_\_, have read and understand the Policy and Procedure for Terms of Use, Confidentiality Agreement and Disclaimers. I understand that violation of any of the aforementioned procedures may result in my immediate revocation of access to the Database and other actions as may be deemed necessary to ensure the continuing confidentiality of materials and security of the Database.

\_\_\_\_\_  
**User Printed Name**

\_\_\_\_\_  
**Designated EOC Contact Printed Name**

\_\_\_\_\_  
**User Signature**

\_\_\_\_\_  
**Designated EOC Contact Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

*Completed forms must be submitted by the agency's EOC Designated EOC Program Contact (not the staff member requesting access) to [energyassistance@energyoutreach.org](mailto:energyassistance@energyoutreach.org).*