



# Rules of Behavior for Use of Enterprise Income Verification (EIV) Information (for Individuals without Access to the EIV System)

The Department of Housing and Urban Development’s EIV system contains sensitive data obtained from the Department of Health and Human Services (HHS) and the Social Security Administration (SSA) and from other HUD Secured Systems that must be protected. Access to the information in EIV is based on a need to perform official HUD business.

Owners, management agents, service bureau staff, contract administrator staff and independent public auditors without access to the EIV system are required to agree to HUD’s Rules of Behavior to ensure that an adequate level of protection is afforded to the information contained in the EIV system. These Rules of Behavior serve as an administrative safeguard in determining improper disclosure and use of information by individuals who do not have access to the EIV system, but who are in possession of information from EIV provided to them by authorized EIV system users, in order to perform their job.

As a condition of receiving access to EIV information, you agree to be responsible for the confidentiality of the EIV information and accountable for all activity relating to the EIV information while in your use. In addition, you agree to:

- a) Use EIV information only in the performance of official HUD business.
- b) Protect copies of sensitive data and destroy system-related records in accordance with HUD established requirements to prevent reconstruction of contents.
- c) Not disclose (willfully or otherwise) EIV information in any way that would violate the privacy of individuals.
- d) Ensure there is a signed and valid form HUD-9887, *Notice and Consent for the Release of Information*, on file before reviewing an individual’s confidential EIV income information.
- e) Report incidents or suspected incidents which involve breach of EIV information to the HUD National Help Desk at 1-888-297-8689.

Additionally, IPAs further agree that EIV information will:

- a) Only be accessed and reviewed within hardcopy files and only within the offices of the O/A or CA.
- b) Not be transmitted or transported in any form.
- c) Not be entered on any portable media.
- d) Not be duplicated or re-disclosed to any individual not authorized by HUD.
- e) Be used only for the purpose of the audit.

**I understand that unauthorized disclosure of EIV information can result in civil and criminal penalties, as follows:**

- **Unauthorized disclosure** can result in a felony conviction and a fine of up to \$5,000 and/or imprisonment up to five (5) years, as well as civil penalties.
- **Unauthorized inspection** can result in a misdemeanor penalty of up to \$1,000 and/or one (1) year imprisonment, as well as civil damages.

**Certification:** I agree to comply with these Rules of Behavior as a condition of being authorized to review and use EIV system information. I also understand that I may review, inspect, and use these data only within the scope of my official duties.

\_\_\_\_\_  
Name  
(Signature)

\_\_\_\_\_  
Name  
(Print)

\_\_\_\_\_  
Date

Please check the appropriate box below

<input type="checkbox"/> Owner	<input type="checkbox"/> Management Agent	<input type="checkbox"/> CA	<input type="checkbox"/> IPA	<input type="checkbox"/> Service Bureau
--------------------------------	---	-----------------------------	------------------------------	---