



Request For Public FTP Server Account

REQUESTING AGENCY _____

AGENCY ADDRESS _____

ACCOUNT REQUESTOR

I have read and understand the attached *Public FTP Server Security Disclosures and Rules of Use*. I agree to abide by these terms and conditions.

_____	_____
Name	Title
_____	_____
E-mail	Phone Number
_____	_____
Signature	Date

ACCOUNT REQUESTOR SUPERVISOR

I have read and understand the attached *Public FTP Server Security Disclosures and Rules of Use*. I agree with these terms and conditions.

I hereby authorize the above account requestor to place files and data from the above named state agency on the public FTP server.

_____	_____
Name	Title
_____	_____
E-mail	Phone Number
_____	_____
Signature	Date

PLEASE FAX COMPLETED FORM TO 860-291-8724, ATTN: BLANCHE KUWADA

Public FTP Server Security Disclosure and Terms of Use

The public FTP Server was established prior to 1997. It was and continues to be used by agencies to transfer files that are too large to be sent via e-mail or to be loaded onto on a web server for retrieval. This FTP server enables outside entities to retrieve the large files placed there by agencies or to place large files to be retrieved by agencies.

This FTP server plays an important role in the exchange of files between government agencies and entities they must interact with. However, because access is allowed to non-governmental entities, **it is publicly accessible via the internet and not protected by the same security measures as other internal servers.**

Due to the public nature of this FTP server, it should **not** be considered an appropriate means to transmit confidential or sensitive data files, even if those files are encrypted.

TERMS OF USE AND RESPONSIBILITIES

- Each FTP account holder is responsible for proper usage of their FTP account. Account holders are responsible for any data placed on the FTP server.
- The account cannot be used by anyone other than the registered FTP account holder.
- Accounts are non-transferable. Account holders may **not** provide their password or account access information to another individual. Doing so is unauthorized and will lead to suspension of the account by DOIT.
- Additional account users must request their own account using this form. Agency primary account holders must submit all requests to DOIT on behalf of clients outside of state government.
- Account holders names are permanently attached to the account and account holders are responsible for use of the account until the account is closed. **To close or suspend an account, account holders must email unix.services@po.state.ct.us with a directive to suspend the account.**

PROPER USE OF PUBLIC FTP SERVER

- Due to the public nature of this FTP server, it should **not** be considered an appropriate means to transmit confidential or sensitive data files, even if those files are encrypted.
- The public FTP server is primarily a means of file and data transport, not a permanent storage utility. Data placed on the FTP server must be removed after the business transaction successfully concludes.
- The only exception to this rule is the use of the public FTP server for long term access to public data too large to be stored on an internet web server, such as forms, manuals, statistical data and maps.