



## **SF-DART Security and Usage Agreement**

Single Family-Data Analysis & Reporting Tool (SF-DART) is a secure website application. Access is restricted to authorized users only. All SF-DART application users are expected to comply with HUD Security guidelines and Policy incorporated herein by reference. Mortgagees agree that their staff, contractors, and agents will comply with this agreement.

### **SECURITY AGREEMENT**

Unauthorized use of this U.S. Government system is prohibited and subject to criminal/civil penalties. This system may be monitored/subject to audit, to which you consent by using the system. System Data may be disclosed for any lawful government purpose. For more information see below.

User agrees to be solely responsible for all use of the system through their assigned unique username or identification and password (hereafter called Credentials). User is required to keep their Credentials protected at all times. Sharing of Credentials is strictly prohibited and represents a breach of this agreement.

Users are required to report any unlawful or unauthorized use of their Credentials to [sfdart-support@hud.gov](mailto:sfdart-support@hud.gov). To maintain a high level of security, the U.S. Department of Housing and Urban Development (HUD) and its contractors reserve the right to conduct security reviews at any time to validate user's identity, and document user's consent to this agreement.

To facilitate security reviews, user agrees to provide identification or other relevant information or documentation as (HUD) and its contractors deem necessary. Failure to comply with any security request may result in the deactivation of your account.

Users must read and certify this Security and Usage Agreement each year or as directed by HUD Policy.

Users must report suspicious activity or known security violations to the SF-DART Help Desk at [sfdart-support@hud.gov](mailto:sfdart-support@hud.gov).

### **MORTGAGEE PROVIDING INFORMATION**

When submitting requests through SF-DART, Mortgagee and its staff, contractors, and agents agree to provide true, accurate, current and complete information. Mortgagee and its users agree not to misrepresent pertinent facts that may manipulate the outcome of any decision process or Mortgagee TRS II Scores.

While data input errors will not be considered fraudulent actions, the Mortgagee will remain responsible for the actions of its users. HUD will not be responsible for TRS II decisions as a result of incorrect data input.

Warning: HUD will prosecute false claims and statements. Convictions may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Any information including uploaded attachments to SF-DART will be used for HUD official business only and will not be returned to the user.



HUD and HUD Contractor, A1FED Corporate reserve the right to determine what constitutes inappropriate content and may remove inappropriate content.

#### NON-DISCLOSURE

User agrees not to disclose to any party any information contained within the SF-DART site except for legitimate HUD and Mortgagee business purposes.

#### ACCEPTABLE USE

##### **Users must not:**

- Allow anyone else to use his or her user Credentials.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's Credentials to access the SF-DART system.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorized changes to the SF-DART system or information.
- Attempt to access data that they are not authorized to use or access.
- Exceed the limits of their authorization or specific business need to interrogate SF-DART system or data.
- Give or transfer SF-DART data or software to any person or organization except for legitimate Mortgagee business purposes.

#### RULES OF BEHAVIOR

Tampering with the SF-DART system is against the law. Anyone who attempts to tamper with it may be punished under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

#### CONFLICT OF INTEREST

User agrees to report any actual or potential conflict of interest to Adjoiner and/or HUD.

#### TRANSFERS AND TERMINATIONS

Mortgagees must notify A1FED within 10 days of any personnel transfers or terminations if those personnel have access to the SF-DART system.

#### PERSONNEL SANCTIONS

If users fail to comply with this agreement, access will be removed, and HUD and/or Mortgagee organizations will be notified of the violation whether or not the failure results in criminal prosecution.

Any person who improperly discloses sensitive information shall be subject to criminal and civil penalties and sanctions under a variety of laws.

All user related communications are to be submitted to the SF-DART Help Desk at [sfdart-support@hud.gov](mailto:sfdart-support@hud.gov).

Logging into the SF-DART application environment signifies your acceptance of this Security and Usage Agreement and constitutes your electronic signature of agreement.



## SECURITY ADDENDUM

This computer system, including all related equipment, networks, and network devices (specifically including Internet access) contains data belonging to the U.S. Government, and is provided for authorized U.S. Government use only.

Access requires the use of one or more Multi-factor Authentication methods, which ties the account to an authorized user, validated by either account number and password or PIV ID card and PIN that must never be shared with anyone at any time. Doing so increases the risk of access by an unauthorized person posing as you. Authorized personnel will treat information about HUD computing resources (i.e., system names, technologies employed, etc.) as sensitive and will not reveal it to unauthorized personnel. This computer may be monitored for all lawful purposes, including ensuring that its use is authorized, to facilitate protection against unauthorized access, and to verify operational security. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All activities and information, including personal information, associated with the use of this system may be monitored. Use of this computer system, authorized or unauthorized, constitutes consent to monitoring. Misuse or unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system implies understanding of these terms and conditions. Authority: U.S. Federal Criminal Code (18 USC 1030. Fraud and Related Activity with Computers) and HUD Information Technology Security Policy 2400.25.