

**TEXAS DATA EXCHANGE (TDEx) ACCOUNT ADMINISTRATION
TEXAS DEPARTMENT OF PUBLIC SAFETY
CRIME RECORDS SERVICE**

The participating agency agrees to name a TDEx Agency Administrator responsible for:

1. Acting as the single point of contact for TDEx issues;
2. Ensuring compliance with this agreement, current and future versions of the TDEx Security Policy, Department policies and procedures regarding TDEx, and all applicable state and federal laws;
3. Authorizing users from that agency to participate in the TDEx system;
4. Granting users access through the user management tools provided by the system;
5. Removing users from the system when they leave the agency or otherwise become ineligible for access;
6. Ensuring that all users from that agency are trained and informed of policies and procedures that govern TDEx;
7. Reporting security incidents to the Texas Department of Public Safety CJIS ISO, as required by the Memorandum of Understanding.
8. The participating agency must notify the TDEx System State Administrator immediately whenever the incumbent TDEx Agency Administrator is replaced by a new person.

The participating agency will ensure that only approved persons performing authorized functions have access to the TDEx system.

FOR THE PARTICIPATING AGENCY:

Agency Name

Date

Agency Director (Signature)

Agency Director (Print Name)

Agency Administrator assigned (Print Name)

Agency Administrator Phone Number