



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
Northeast Fisheries Science Center
166 Water Street
Woods Hole, MA 02543-1026

December 5, 2014

MEMORANDUM FOR: At-Sea Monitors, Industry Funded Scallop Observers, and
Northeast Fisheries Observer Program Observers

FROM: Amy Martins 
Branch Chief, Fisheries Sampling Branch (FSB)

SUBJECT: Media Confidentiality Protocols

All NMFS-issued equipment, including but not limited to digital cameras, rugged laptops, PDAs (iPAQs), and tablets, are for work-related purposes ONLY. These devices are not for personal use, and shall only be used while performing the duties of an observer while deployed on a commercial fishing vessel. All photos, videos, and other media taken during an observed fishing trip and/or using NMFS-issued equipment are considered confidential and are property of NMFS. Media should not be shared/viewed with anyone and should not be downloaded to personal or public computers or uploaded to media sharing sites, including social media (Facebook, Twitter, Instagram, SnapFish, etc.) or cloud-based services (Google Drive, Google Plus, iCloud, etc.) without expressed approval of NMFS. Following a trip upload and final debrief, all media must be deleted from the camera or storage device to prevent a breach of confidentiality.

At request, FSB may provide release of non-confidential media. To request permission to use photographs, video, or other media collected during an observer deployment using NMFS-issued gear, please contact Debra Duarte at (508) 495-2304. A gallery of approved media will be available on the FSB website (<http://www.nefsc.noaa.gov/fsb/>).

Only equipment issued by NMFS or an approved observer service provider may be used during observer deployments. The use of personal recording devices (cell phones, iPads, etc.) is strictly prohibited onboard commercial fishing vessels. Observers should at no time use their personal devices to collect data, nor should they use personal devices to capture recreational images for personal use (fish, sunsets, crew members, "selfies", etc.).

Any observer found in violation of this policy will be subject to disciplinary action, including but not limited to probationary status and/or decertification. After reading this memo, please sign the enclosed updated Confidentiality Agreement and return it by ~~February~~ ^{March} 1, 2015. Contact Debra Duarte at (508) 495-2304 with any questions.

Attachment: Confidentiality Agreement, updated July 2014

National Marine Fisheries Service (NMFS) Fisheries Sampling Branch (FSB)

CONFIDENTIALITY AGREEMENT

Media is defined as any Photos, Videos, Recordings, or any other type of data files associated with the devices used to collect data for the FSB.

- All Media contained on or originating from any hardware provided to you (by the FSB or your Provider) for use in collecting data is **considered property of the U.S. Government** under this agreement.
- Hardware provided to you for collecting data is **NOT FOR PERSONAL USE OUTSIDE OF THIS PROGRAM.**
- **Personal** cameras, phones and mobile devices **must not be** used to collect data for the FSB.
- Media **must not be** shared or viewed with anyone **outside of the FSB.**
- Media **must not be** downloaded or transferred to **any personal OR public** electronic devices or networks.
- Media **must not be** uploaded using any other software than those approved by the FSB.
- Media **must not be** used in conjunction with **any** social media web services (e.g. Facebook, Twitter, iCloud).
- Precautions **must be taken to ensure the containment** of media when using all public access points (Wi-Fi).
- Precautions **must be taken** to protect all device usernames and passwords associated with uploading.
- Precautions **must be taken** against **loss, theft or damage** to any hardware and accessories issued to you.
- Precautions **must be taken** to avoid collecting any media that identifies any vessel or crew member.

I _____ understand that in order for me to carry out my fisheries-related work assignments I require access to NOAA Fisheries Service Government computer systems and/or NOAA Fisheries Service data files which may contain information declared to be held confidential by NOAA Fisheries Service.*

In using NOAA Fisheries Service computers and data I agree to uphold the government's security provisions for preserving the safety and integrity of the systems accessed and protecting against misuse or destruction of the computer systems and data being accessed.*

I am fully aware of the civil and criminal penalties for unauthorized disclosure, misuse, or other violations of the confidentiality of such statistics.*

Sponsor: NOAA Fisheries Employment Status: Contractor Access Required: UNIX/Website Account

Name: (Last) _____ (First) _____ Initials _____

Personal or Work Phone # _____ E-Mail/Internet Address _____

Employment Company: _____

Signature: _____

Date: _____

NEFSC Security Officer Authorization: _____

Date: _____

*Details can be found within NOAA Administrative Order 216-100 upon request