

## Assessors Annual Statement of Compliance

County assessor contract holders use this form to certify their compliance as required in their agreement with the Department of Licensing (DOL). Failure to submit this certification may result in DOL conducting an audit at your expense suspension of service, or termination of the agreement.

After completing, select the **Email Data Services** button at the bottom of this form or scan and email to [DataServices@dol.wa.gov](mailto:DataServices@dol.wa.gov) unless you are sending information that includes data privacy and security deficiencies or other sensitive information. Contact [DataServices@dol.wa.gov](mailto:DataServices@dol.wa.gov) for a secure email link when the form includes information on deficiencies or is sensitive.

### Assessor information

Assessor office name	
Contact name	Email
Authorized signer name	Email

### Privacy and Security Requirements and annual statement of compliance

<p>The evaluation must include:</p> <ul style="list-style-type: none"> <li>• Review and verify compliance with the Privacy and Security Requirements in your agreement.</li> <li>• Review of all authorized users' access and use of Protected Personal Information to make sure their access and use is within official job duties and the permissible uses in your agreement.</li> <li>• Institute and maintain written policies and procedures to ensure data is used only as authorized in the contract.</li> </ul>		
<p>Answer the following</p>		
<p>1. Are you in compliance with the Privacy and Security Requirements in your agreement with DOL? . . . . .</p> <p>If "No," describe any deficiencies and what has been done to resolve them.</p>	Yes	No
<p>2. Did you review all authorized users' access and revoke access when it was no longer required? . . . . .</p> <p>If "No," explain.</p>	Yes	No
<p>3. Did you have any security breaches or unauthorized use of DOL data? . . . . .</p> <p>If "Yes," describe the breaches or violations and what has been done to resolve them.</p>	Yes	No
<p><b>Subrecipient Requirements (if applicable) – Attach current Subrecipient Roster to your return email</b></p>		
<p>4. Are you in compliance with the Subrecipient Requirements in your agreement? . . . . .</p> <p>If "No", describe the issues and how/when they will be resolved.</p>	Yes	No
<p>5. Do you have a written subrecipient agreement with each subrecipient that sets forth the terms, conditions, privacy and security requirements in your agreement? . . . . .</p> <p>If "No," explain.</p>	Yes	No

*By typing or signing your name, you declare under penalty of perjury under the law of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
Date and place (city or county) signed

\_\_\_\_\_  
Authorized signature