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**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 06-09-005**  
**September 13, 2006**

**SUBJECT: Safeguarding Computer Information**  
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Please contact the Policy Unit if you have any questions regarding these or any other changes at  
\*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951.

*The IV-D PARTNERS should send POLICY inquiries directly to \*DCSE-POLICYQUESTIONS@azdes.gov*  
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Each employee is responsible for safeguarding data and ensuring that the data is not misused or obtained by unauthorized persons.

Computer access to case information shall be guarded. A computer logged onto a DES system shall never be left unattended. Staff shall completely log out of terminals or personal computers when leaving their workstations or offices.