



Rhode Island Department of Corrections
Planning & Research Unit
Web-Enabled INFANTS (WINFACTS)
Non-Law Enforcement User Agreement

Completed applications must be submitted to
doc.planning@doc.ri.gov

Organization Name _____

User's Last Name, First _____

Organization Address _____

Cell Phone Number _____ Office Number _____

E-Mail Address _____

Supervisor's Name _____ Signature _____

Supervisor's Phone Number _____ Supervisor's E-Mail _____

*****DISCLOSURE*****

The purpose of this agreement is to set forth, in writing, the terms and conditions under which the Rhode Island Department of Corrections (RIDOC) will provide access to the web-enabled INFANTS (WINFACTS) as requested. This agreement shall commence for the user on the date of approval and continue until the Rhode Island Department of Corrections (RIDOC) or the user terminates service or leaves employment of the user organization. Either party may, with thirty (30) days notification, send a written notice stating the reasons for termination and the effective date for termination of this agreement.

If this request is approved, the Planning and Research Unit will provide the user identified above a unique user ID and password to access WINFACTS. **The user ID and passwords are for the exclusive use of the approved user and shall not be given to or used by anyone else.** System access granted by this agreement is non-transferable by the above-named user. Violations may result in suspension or termination of this agreement and may result in denial of future requests for the individual user and/or the affiliated organization listed above. If the user leaves employment with the above-listed organization, s/he, or his/her supervisor is responsible for notifying RIDOC's Planning & Research Unit immediately at doc.planning@doc.ri.gov.

The user will access, use and disseminate information only when relevant to and necessary for legitimate business purposes (e.g., providing services to justice-involved individuals returning to the community). Systems shall not be used for personal or non-business reasons. RIDOC will conduct regular and systematic audits of the system for the purposes of, but not limited to, identifying possible improper access, use and/or unauthorized dissemination of information. The RIDOC reserves the right to immediately suspend or discontinue furnishing any information or services provided for in this agreement to the user if it is determined that the information is used for purposes other than those listed herein.

Department of Corrections will provide support to users. Requests for assistance may be sent to doc.planning@doc.ri.gov. If a user needs to reset a password, s/he must email Planning & Research at the email address listed above.

Signature _____ Date _____

Printed Name _____

PLANNING & RESEARCH USE ONLY

Date Received _____ Received by _____

Date Access Initiated _____ Approved by _____