

**OFFICE OF FINANCIAL MANAGEMENT
DATA SHARING ADDENDUM
FOR
ONE WASHINGTON PROGRAM
SaaS ERP Solution Implementation**

TO OFM DSA K 3688	
AGENCY NAME washington's Lottery	DSA # K122

This Data Sharing Addendum (Addendum) is entered into by and between the OFFICE OF FINANCIAL MANAGEMENT, hereinafter referred to as "OFM or DATA PROVIDER", and washington's Lottery hereinafter referred to as "RECIPIENT" and is subject to the terms and conditions of the Umbrella Data Share Agreement (DSA) executed between the parties.

1. PURPOSE OF ADDENDUM

The purpose of this Addendum is to allow Data to be shared between state agencies, agency staff, and contractors who will participate in the implementation of the Workday SaaS ERP Solution (ERP Solution). RECIPIENT is a key participant in the implementation of the ERP Solution. RECIPIENT support and participation is integral to the success of the implementation project. Therefore, RECIPIENT authorized staff and contractors authorized by OFM will have access to information provided and considered to be proprietary and/or confidential. This Addendum documents Data and information that will be shared through the OFM One Washington Program (Program) in the course of the implementation and sets out the Data handling and disposition requirements for such Data and information.

2. TERM

The term of this Addendum will begin on the last date of signature by the parties through June 30, 2026. The Addendum may be extended by the parties as mutually agreed in a written amendment signed by authorized signatories of the parties.

3. ADDENDUM ADMINISTRATION

AGENCY PROVIDING DATA (DATA PROVIDER): OFFICE OF FINANCIAL MANAGEMENT

Addendum Administrator:		Technical Administrator	
Name:	Trish Almond	Name:	Ann Bruner
Title:	Business Operations Manager	Title:	One Washington Chief Technology Officer
Division:	One Washington	Division:	One Washington Program
Address:	128 10th Ave S Olympia, WA 98501	Address:	106 11th Ave SW (106 Building) Olympia, WA 98503
Phone:	360-810-0517	Phone:	360.810.1410
E-mail:	Trish.Almond@ofm.wa.gov	E-mail:	Ann.Bruner@ofm.wa.gov

Security Administrator:	
Name:	John Leahy
Title:	OFM Chief Information Security Officer
Division:	IT Services
Address:	1500 Jefferson Street St. SE, Olympia, WA 98501
Phone:	360/407-2675
E-mail:	John.Leahy@ofm.wa.gov

ORGANIZATION RECEIVING DATA (RECIPIENT): Washington's Lottery

RECIPIENT Addendum Administrator:		RECIPIENT Technical Administrator	
Name:	Joshua Johnston	Name:	Joshua Johnston
Title:	Deputy Director	Title:	Deputy Director
Division:	Executive	Division:	Executive
Address:	814 4th Ave E Olympia wa 98506	Address:	514 4th Ave E Olympia wa 98506
Phone:	360-810-2878	Phone:	360-810-2878
E-mail:	Joshua.johnston@walottery.com	E-mail:	Joshua.johnston@walottery.com

RECIPIENT Security Administrator:	
Name:	Joshua Johnston
Title:	Deputy Director
Division:	Executive
Address:	814 4th Ave E Olympia wa 98506
Phone:	360-810-2878
E-mail:	Joshua.johnston@walottery.com

4. DESCRIPTION OF DATA TO BE SHARED (OCIO 141.10.4.2(1)) (OCIO 141.10.4.2(3))

As set forth in the DSA, "Data" is defined by OCIO Security Standard 141.10. The highest level of Data shared hereunder contains:

Category 3 – Confidential Information. Confidential Information is information that is specifically protected from either release or disclosure by law. It may include but is not limited to:

- a. Personal information as defined in RCW 42.56.590(10) and RCW 19.255.010. Information about public employees as provided in RCW 42.56.250.
- b. Lists of individuals for commercial purposes as provided in RCW 42.56.070(8).
- c. Information about the infrastructure and security of computer and telecommunication networks as provided in RCW 42.56.420(4).

The Data to be shared hereunder will be:

Due to the statewide transformational nature of the ERP Solution and its implementation, it is expected that participants may be exposed to broad data sets that include, but are not limited to:

AFRS: financial data about individuals, contractors, banks, etc.

Procurement: data claimed to be confidential or proprietary by third party providers, data about individuals receiving government services, county-level data, legal settlements, etc.

HR/Payroll: data related to individual financial circumstances such as payroll deductions, leave balances, etc.

Budget: budget development information (work in progress)

Third Party Claimed Confidential Information:

In addition to the state owned Data, OFM/One Washington has contracted with the ERP Solution provider, Workday, and certain other third party contractors for assistance and associated guidance in the implementation of the ERP Solution. Those third party contractors may provide tools, methods, documentation and other data that the contractor considers to be Third-Party Claimed Confidential Information. RECIPIENT will treat such data as confidential for the purposes of its use under this Addendum.

Information provided by OFM contractors may be provided in the following ways: (1) it is or was disclosed in tangible form and is conspicuously marked "Proprietary," "Confidential" or the like or (2) it is or was disclosed in non-tangible form, identified as confidential at the time of disclosure and summarized in tangible form conspicuously marked "Proprietary," "Confidential" or the like within thirty (30) days of the original disclosure.

"Third-Party Claimed Confidential Information" means third-party information provided in the course of the implementation and maintenance of the ERP Solution that is claimed by the third party to be confidential. Such information includes, but is not limited to: (a) any software utilized by such third parties in the provision of the service to the state of Washington and its respective source code; (b) non-public business or technical information, including but not limited to the documentation, training materials, any information relating to software product plans, designs, internal costs, and product names, finances, marketing plans, business opportunities, personnel, research, development or know-how that is designated by the disclosing party as "confidential" or "proprietary" or the receiving party knows or should reasonably know is confidential or proprietary.

5. INTENDED USE OF DATA

The Data shared under this Addendum will be used solely for the purpose of implementing the ERP Solution under the direction of the OFM/One Washington Program, according to approved project parameters. **The Data may not be used for any other purpose.**

This Agreement does not constitute a release of the Data for the RECIPIENTs discretionary use, but may be accessed only to carry out the responsibilities in support of the ERP Solution implementation and for the purposes described herein. Any ad hoc analyses or other use of the Data, not specified in this Addendum, is not permitted without the prior written approval of OFM.

6. DATA ACCESS (OCIO 141.10.4.2(4)); (OCIO 141.10.4.2(5))

Access to the Data provided by OFM must be restricted to RECIPIENT staff, officials, contractors, and agents of the parties who are authorized to access the Data and need it to perform their official duties as detailed in the Purpose of Addendum section of this Addendum.

RECIPIENT may not share in any manner whether verbally or otherwise, work products in any state of development to any unauthorized person.

Data may be accessed in multiple formats and methods under this Addendum (See DATA TRANSMISSION below). Regardless of the format or delivery method, RECIPIENT is obligated to maintain confidentiality of such Data.

Access is granted only for the purpose set out in this Addendum. All individuals authorized to access OFM Data must comply with the requirements of this Addendum and the DATA CONFIDENTIALITY section of the DSA to which this Addendum is attached.

7. DATA TRANSMISSION (OCIO 141.10.4.2(4)); (OCIO 141.10.4.4)

Data may be transmitted in the following ways, including but not limited to:

Electronically in virtual meetings using tools necessary to support the implementation such as:

Microsoft Teams

Zoom

Skype

Other electronic meeting forums as determined by the OFM One WA Program.

SharePoint

Basecamp

Secure File Transfer Protocol (SFTP)

Tools provided by the Strategic Integrator (SI)

Use of SI cloud services

Microsoft Office Suite (Word, Excel, Outlook, etc.)

Surveys

Via the State Government Network (SGN)

Within the Workday ERP Solution as authorized and using designated security protocols

As otherwise provided, in any form, through the One Washington Program.

8. DATA SECURITY (OCIO 141.10.4.2(5)); (OCIO 141.10.4.2(6))

a. Data Storage

All Data provided by OFM will be stored in a secure environment with access limited to the least number of staff needed to complete the purpose of this Addendum. RECIPIENT agrees to store Data in the following manner and to protect the Data as described:

- 1) Network server disks. Data will be stored on hard disks mounted on network servers and made available through shared folders. Access to the Data shall be restricted to authorized users through the use of access control lists which will grant access only after the authorized user has authenticated to the network using a unique user ID and complex password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. to removable media.
- 2) RECIPIENT will **not** store any confidential or sensitive OFM Data provided pursuant to this Addendum on any external drives or portable electronic devices or media, including, but not limited to laptops, handhelds/PDAs, Ultra-mobile PCs, flash memory devices, floppy discs, optical discs (CDs/DVDs), portable hard disks, and personal or temporary cloud-based accounts.
- 3) No agency will have or hold any Data on its own systems.
- 4) Access to data will be via multi-factor authentication (MFA), use of SFTP, Active Directory, or networks that have built-in security, including: the Public Governmental Network (PGN), Secure Governmental Network (SGN), the Inter-gov Network (IGN).

9. TERM OF CONFIDENTIALITY REQUIREMENTS

Except as otherwise specified herein, the requirement in this Addendum to maintain the confidentiality of Data is perpetual and does not cease with the expiration or termination of this Addendum.

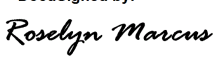
10. AMENDMENTS AND ALTERATIONS TO THIS ADDENDUM

With mutual consent, OFM and RECIPIENT may amend this Addendum at any time provided that the amendment is in writing and signed by authorized representatives of each party.

11. SIGNATURES

The parties have read and understand this One Washington Program Addendum and the DSA to which it is attached. The signatories below hereby assert that they are authorized to enter into this Addendum on behalf of their organization. Therefore, the signatories below indicate agreement between the parties.

OFFICE OF FINANCIAL MANAGEMENT

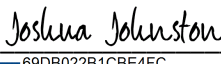
DocuSigned by:

 30760F7E7F2D4EB...
 Signature

Roselyn Marcus
 Printed Name

Assistant Director
 Legal & Legislative Affairs
 Title

02/17/2022
 Date

Agency: Washington's Lottery

DocuSigned by:

 69DBQ22B1CBE4FC...
 Signature

Joshua Johnston
 Printed Name

Deputy Director
 Title

02/22/2022
 Date