

GEAR TAG SUPPLIER PORTAL
CONSENT FORM / TERMS OF USE

As a Gear Tag Supplier authorized by DFO, **I hereby consent to the following:**

My company representatives and I agree to use the [Gear Tag Supplier Portal](#), referred herein as “the System,” to remit all gear tag issuance information required by DFO and to respect the data remission specifications and timelines defined in the [Protocol for Gear Tagging in Atlantic Commercial Fisheries](#).

We will only remit issuance data via email or fax under exceptional circumstances, such as a system failure or power outage, or upon request from DFO representatives.

As the company’s Primary Representative, I take full responsibility for my employees’ use of the System and their compliance with all of the requirements stated herein, including with the specifications of the aforementioned Protocol.

I agree to the following:

- To provide to DFO (in writing) the names and coordinates of company employees that will require access to the System and have them register using the web-based form supplied.
- To ensure that each designated company employee will not share his/her individual system credentials (password and user ID) provided by DFO upon registering.
- To notify DFO immediately (in writing) when any employee is no longer employed with my Company so that their access to the system can be promptly revoked. DFO will continue to accept a company’s representative until such time that a notification is received indicating that the designation of representative has been cancelled, amended or otherwise changed.
- To handle the information exchanged/stored in the System in accordance with requirements specified by DFO being the Protected A level and including privacy and confidentiality as well as the retention of information related to the issuance of tags.
- To refrain from using the System in a manner that would jeopardize its integrity and that of the data that it contains. This will include ensuring that any spreadsheet uploaded to the system using the file uploader is free of harmful macro-commands or viruses by running it through industry-approved anti-virus software ahead of uploading data to the system.
- Investigate and notify DFO immediately of any inappropriate access to the System or disclosure of tag information by an employee and notify DFO of the results of the investigation.
- Maintain all company tag issuance records, as directed by DFO, and make them available for audit, investigation or legal proceedings as required by the protocol.

I acknowledge that failure to comply with the aforementioned conditions (or terms of use) may result in revoking my status as a DFO-approved Gear Tag Supplier.

Company Name	
Company's Representative (Full Name)	
Signature	
Date	