

PRIVACY POLICY

	NUMBER: ISO-POL-010-E
<u>REFERENCES:</u> Government Code Section 11019.9 Government Code Section 11015.5 California Information Practices Act of 1977 (Civil Code Section 1798 et seq.) Public Records Act (Government Code Section 6250 et seq.), State Administrative Manual (SAM) 5310 Privacy (Rev 12/13) State Information Management Manual (SIMM) 5310-A Privacy Statement and Notices Standard	DATE ISSUED: MARCH 7, 2014 <hr/> EXPIRES: Until suspended or superseded. Effective Date: March 7, 2014

PURPOSE The purpose of this policy is to establish and communicate the Privacy Policy of the Financial Information System for California (FI\$Cal) in compliance with state and federal law.

SCOPE This policy applies to all users of FI\$Cal - state employees, contractors, vendors, and guests.

POLICY FI\$Cal values and protects the privacy of individuals by only collecting personal information when it is necessary for carrying out an authorized business function and by ensuring that the appropriate physical, technical, and administrative controls are in place to limit access to such information to personnel who need it in the course and scope of their jobs.

Personally Identifiable Information (PII) is only obtained through lawful means, and it is relevant to the purpose for which it is collected. The purposes for which PII data is collected will be specified at or prior to the time of collection and any subsequent use of the data will be limited to and consistent with the fulfillment of these purposes.

PII will not be sold, disclosed, made available, or otherwise used for a purpose other than those specified, except with the consent of the subject of the data, or as required by law or regulation.

FI\$Cal secures PII against loss, damage, modification, unauthorized access or disclosure as required by law and policy. Appropriate computer, network and internet technical security controls at the employee and departmental levels prevent unauthorized access to personal information. Some of these security controls are: password and user identification verification, data encryption, confidential transmissions, secure storage areas and audit trails.

While there is a reasonable level of privacy, users should be aware that the data they create on FI\$Cal's Project network remains the property of the departments using FI\$Cal. Upon request to such departments, users may inspect their personal information and request that it be modified.

E-mail is considered a communication tool; any data sent via e-mail is not secured or encrypted by FI\$Cal. If a user sends FI\$Cal an e-mail message, the e-mail address and the information submitted will be collected and may be provided to other State agencies to serve the user's needs. Users should not send any confidential or personal information (e.g., social security number) via e-mail.

For security and network maintenance purposes, FI\$Cal staff may monitor equipment, systems and network traffic at any time. FI\$Cal reserves the right to audit networks and systems under its control on a periodic basis to ensure compliance with this policy. FI\$Cal will audit system use to detect any unlawful or unauthorized activities and track access to sensitive information. This includes IP addresses, user names, times of access, and the systems and data accessed.

Confidential information, including sensitive and personally identifiable information, that are maintained by FI\$Cal are exempt from disclosure under the provisions of the California Public Records Act (Government Code Sections 6250-6265 as well as other applicable federal and state laws.

ENFORCEMENT Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

DEFINITIONS
PII Personally Identifiable Information
ISO/PO Information Security and Privacy Officer

CONTACT Questions concerning this policy should be directed to the FI\$Cal ISO/PO via email to: fiscal.iso@fiscal.ca.gov.

SIGNATURE Barbara Taylor

Printed Name

Project Executive

Title

Barbara J. Taylor 3/7/14

Signature Date

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Signature Date