

Idaho Technology Authority (ITA)

ENTERPRISE POLICY – P4000 SECURITY-GENERAL POLICIES

Category: P4150 – PRIVACY POLICY

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I. AUTHORITY

Authority: Idaho Code § 67-831 through § 67-833

II. ABSTRACT

It is the responsibility of all information owners within the State of Idaho to properly protect the Personally Identifiable Information (PII) that is collected, used, maintained, and shared in support of the agency's mission and ongoing business operations.

III. DEFINITIONS

See [ITA Guideline G105 \(ITA Glossary of Terms\)](#) for definitions.

IV. POLICY

Agencies involved in the collection, use, maintenance, and sharing of PII shall implement this policy with the objective of protecting the information from unauthorized disclosure.

Agencies shall designate a Privacy Point of Contact (PPOC) responsible for implementation of agency privacy plans and procedures, training, and security controls, and to assist agency reviews of privacy-related content prior to publication.

Agencies shall coordinate with the state CISO as appropriate for matters such as: incident response, cyber intelligence sharing, and threat mitigation.

Agencies shall ensure compliance with legal, regulatory, and policy requirements, identify privacy risks, and identify methods to mitigate those risks associated with the collection, use, maintenance, and sharing of PII.

Agencies shall minimize the use, collection, maintenance, and sharing of PII.

Agencies shall develop procedures to allow individuals redress to correct inaccurate PII.

Agencies shall implement ITA Enterprise Policy [P4590](#) (Cybersecurity Incident Management) for all unauthorized disclosures of PII data.

An agency, at its discretion, may implement a policy that is more restrictive than this policy.

V. EXEMPTION PROCESS

Refer to ITA Policy [P1010](#) (Information Technology Policies, Standards, and Guidelines Framework).

VI. PROCEDURE REFERENCE

[NIST SP 800-122](#) Guide to Protecting the Confidentiality of Personally Identifiable Information (PII)

ITA Guideline [G502](#) (Privacy Impact Assessment Guidelines)

ITA Policy [P4590](#) (Cybersecurity Incident Management)

VII. CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 605-4064 or security@its.idaho.gov.

REVISION HISTORY

08/20/24 – Moved definitions to G120 Glossary of Terms; Removed requirement by agencies to coordinate privacy-related issues with Chief Privacy Officer; added requirement to coordinate with state Chief Information Security Officer as appropriate; standardized use of agencies.

06/30/21 – Removed P4560 (RESCINDED 5/30/2019); added reference P4590

07/01/2018 – Updated Idaho statute references.

05/09/2017 – Revised to update Section III. Definitions; and Section IV. Policy.

Effective Date: 12/6/2016