

Idaho Technology Authority (ITA)

ENTERPRISE POLICY – P4000 SECURITY-GENERAL POLICIES

Category: P4150 – PRIVACY POLICY

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I. AUTHORITY

Authority: Idaho Code § 67-5745(A)(B)(C)

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

Chief Privacy Officer (CPO): The function of the CPO is jointly held by the State of Idaho Chief Information Security Officer (CISO) and is responsible for the development of policies, standards, guidance, and procedures related to the use, collection, maintenance and sharing of PII by State of Idaho agencies. The CPO provides agencies with training and guidance related to PII security controls.

Personally Identifiable Information (PII): PII is:

“Personal information” as defined in Idaho Code § 28-51-104;

Information about an individual exempt from disclosure in a public record pursuant to the Idaho Public Records Act, Idaho Code title 74, chapter 1; and,

Information about an individual defined as confidential, private, or a similar designation in the laws governing an agency.

Personal information may include any of the following information related to a person:

1. Date of birth;
2. Social Security number;
3. Driver's license number;
4. Financial services account numbers, including checking and savings accounts;
5. Credit or debit card numbers;
6. Personal identification numbers (PIN);
7. Electronic identification codes;
8. Automated or electronic signatures;
9. Biometric data;
10. Passwords;
11. Parents' legal surname prior to marriage;
12. Home address or phone number;
13. Any other numbers or information that can be used to access a person's financial or health resources, obtain identification, act as identification, or obtain goods or services.

Per Idaho Code § 28-51-104, "The term 'personal information' does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records or widely distributed media."

IV. POLICY

All 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.

Each agency shall designate a Privacy Point of Contact (PPOC) function to coordinate with the state CPO regarding implementation of agency privacy plans and procedures, training and security controls, and to assist agency reviews of privacy related content prior to publication.

All agencies shall ensure compliance with legal, regulatory, and policy requirements, identify privacy risks and to identify methods to mitigate those risks associated with the collection, use, maintenance, and sharing of PII ([NIST SP 800-122](#), p 4-3).

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 [P4560](#) (Data Breach 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 [P4560](#) (Data Breach Management)

VII. CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 332-1876 or security@cio.idaho.gov.

VIII. ADDITIONAL RESOURCES

None.

REVISION HISTORY

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

Effective Date: 12/6/2016