

Statewide Policy: 8410 System Privacy

What?

This policy provides detailed guidelines for protecting the privacy of personal information (PII) collected and used by state agencies. It covers a wide range of topics, including data collection, use, disclosure, storage, and individual rights.

When?

This policy is always in effect and applies to all state agencies and any systems that handle PII.

Why?

To ensure that state agencies handle personal information responsibly, ethically, and in compliance with privacy laws and regulations. This helps protect individuals' privacy rights and maintain public trust in government.

Who?

Everyone involved in handling PII at state agencies, including:

- **Individuals:** All employees and contractors who handle PII

How?

- **Privacy Policies and Procedures:** Developing and implementing clear policies and procedures for handling PII.
- **Authority to Collect:** Ensuring that PII is collected only for authorized purposes and in accordance with laws and regulations.
- **Purpose Specification:** Clearly defining the purpose for collecting and using PII.
- **Privacy Program:** Establishing a comprehensive privacy program with leadership and oversight.
- **Data Quality:** Maintaining accurate, relevant, and up-to-date PII.
- **De-identification:** Removing identifying information from datasets when possible.
- **Consent:** Obtaining consent for collecting and using PII when necessary.

- **Transparency:** Providing individuals with access to information about how their PII is handled.
- **Complaint Management:** Establishing a process for handling privacy-related complaints.
- **Special Protections:** Implementing additional protections for sensitive categories of PII (e.g., Social Security numbers).

Remember:

- The policy emphasizes a proactive approach to privacy protection.
- Agencies must regularly review and update their privacy practices to adapt to changing laws and technologies.
- Strong privacy awareness and training are essential for all personnel who handle PII.

Where?

You can find more specifics on this policy [HERE](#)

If you have **ANY** questions about this or any other IT policy, please contact grc@azdohs.gov.