Purpose:

Provide detailed guidance for the development of a system privacy notice based on standards, regulations and best practices.

Why it's important:

Safeguards against unauthorized access or disclosure of personally identifiable information (PII).

Target audience:

All personnel

Overview:

- Develop a strategic organizational privacy plan for implementing applicable privacy controls, policies and procedures. Establish privacy roles and access requirements for contractors and service providers.

- Determine and document the legal authority that permits the collection, use, maintenance and sharing of personally identifiable information (PII).

- Authorization to access PII will be approved in accordance with applicable policies.

- Adhere to proper disposal, destruction and erasure of PII to prevent loss, theft, misuse or unauthorized access.

- Develop and implement a privacy incident response plan to have the ability to quickly provid an organized and effective response in the event of a privacy breach.

- Provide a privacy statement as notice to the public regarding the collection, use, sharing, safeguarding, maintenance and disposal of PII.

- Report a privacy incident:
  - Advise your manager or supervisor
  - Open a ticket: ServiceDesk@azdoa.gov
  - Call 602-364-4444, Option 3

Develop and implement a comprehensive privacy training and awareness strategy.

Monitor and audit privacy controls and internal privacy policy annually to ensure effective implementations.

Report any suspected privacy breaches of PII immediately to the privacy officer.

Adhere to defined disposal techniques to ensure the secure deletion or destruction of PII.

Provide individuals the ability to have access to their PII maintained in system(s) of records.

For more information about this IT Security Policy, contact SecurityPolicies@azdoa.gov.

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