

Resolution 18-06

Approval of Securing and Protecting Personally Identifiable Information and Personal, Private and Sensitive Information with the New York State Workforce Development System

Whereas, TEGL 39-11, Guidance on the Handling and Protection of Personally Identifiable Information, The New York State information technology standard: Sanitization /Secure Disposal (10-17-14), the Privacy Act of 1974 and the New York State Freedom of Information Law, The New York State Breach Notification Act culminating in Technical Advisory 18-5;

Whereas, the Jefferson-Lewis Workforce Development Board has established policies and procedures to safeguard Personal and sensitive information;

Whereas, the Jefferson-Lewis Workforce Development Boards agrees with and is using TA 18-5 as the basis of the policy;

Whereas, the One-Stop Manager has been assigned as the Security Coordinator to enforce data security requirements;

Whereas, the Security Coordinator will two times per year conduct and document an environmental assessment in the Career Centers to determine whether local staff are maintaining a secure environment both physical and electronic/digital safeguarding personal and sensitive information;

Therefore, the Jefferson-Lewis Workforce Development Board adapts the policies and procedures in accordance to Technical Advisory 18-5.