



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

POLICY ISSUANCE

Date: May 21, 2021 Number: 2018-01, Change 1

USE AND CONFIDENTIALITY OF PARTICIPANT PERSONALLY IDENTIFIABLE INFORMATION (PII) POLICY, CHANGE 1

INTRODUCTION

This policy change adds additional information on physical security of personally identifiable information (PII). The remainder of the use and confidentiality of PII policy remains unchanged.

QUESTIONS

Questions relating to this policy should be directed to Tracy White, One-Stop Manager, at twhite@solanowdb.org or at 707-863-3520.

POLICY CHANGE

Physical Data Protection Requirements

The following language is added to the Physical Data Protection Requirements section:

Staff must have authorization from their supervisor before removing documents containing sensitive PII from the workplace. When transporting hard copy PII, documents must be under the control of the employee or locked in a secure container when not in use. Unattended paper files or electronic devices containing PII must be maintained in a non-visible area of the vehicle such as a trunk, must be in a locked vehicle, and may not be left in a vehicle overnight or for other extended periods of time.

DISCLAIMER

This policy is based on WDB's interpretation of federal and state policies relating to Workforce Innovation and Opportunity Act implementation, as well as Temporary Assistance for Needy Families (TANF) privacy guidelines. This policy will be reviewed and updated based on any additional federal or state guidance.

CHANGE TO REFERENCES

Additions:

State Guidance

- State of California Department of Social Services All County Letter (ACL) 19-56 – [2019 CDSS Privacy and Security Agreement \(PSA\)](#)

Approved by

Workforce Development Board of Solano County