Information Technology Policy
Commonwealth of Pennsylvania
Governor's Office of Administration/Office for Information Technology

ITP Number:	**ITP-PRV002**	
ITP Title:	**Electronic Information Privacy Officer**	
Issued by:	**Deputy Secretary for Information Technology**	
Date Issued: August 7, 2006		**Date Revised: November 18, 2010**
Domain:	**Privacy**	
Discipline:	**Privacy**	
Technology Area:	**Privacy**	
Revision History Date:	**Description:**	
11/18/2010	**ITP Refresh**	

Abstract:

The purpose of this Information Technology Policy (ITP) is to define roles and responsibilities of the agency Electronic Information Privacy Officer.

With increased concern surrounding information security and privacy, federal and state legislation has emerged over the last several years regarding electronic information in a variety of business areas. These include:

- Health
  - Health Information Portability and Accountability Act of (HIPAA) 1996
- Financial
  - Sarbanes-Oxley Act of 2002
  - Gramm-Leach-Bliley Act
- Identity
  - Real ID Act of 2005
- Public Safety
  - Pennsylvania Criminal History Record Information Act (CHRIA), 18 Pa. C.S.A Section 9101 et seq
- General
  - Federal Privacy Act of 1974
  - Pennsylvania House Resolution 351

Information privacy pertains to both paper and electronic information. Electronic information can be found in a multitude of platforms:

- Internet/Intranet/Extranet sites and applications;
- Internal client-server and mainframe applications;
- Data storage devices.

As the Commonwealth continues to develop the Internet as a key communication vehicle, visitors accessing Commonwealth Web sites are to be provided with a policy that encompasses a collection of online information so these users can make informed choices about interacting with the Commonwealth electronically.

Also, the Commonwealth is to ensure that agencies enforce and meet all federal and state legislative mandates related to information privacy and security for each system interacting with electronic information.

The Privacy Domain Team is engaged:

- to set electronic information privacy standards for the Commonwealth;
- to provide standards to ensure federal and state electronic information privacy directives are met;

- to review forthcoming legislation with regard to its impact upon existing standards.

General:

This ITP applies to all departments, boards, commissions and councils under the governor's jurisdiction. Agencies not under the governor's jurisdiction are strongly encouraged to follow this policy to ensure they meet all privacy-related mandates and objectives.

Policy:

The Deputy Secretary of Administration for each agency is to identify and designate a Commonwealth employee who will serve as the agency's Electronic Information (EI) Privacy Officer.

Each agency Deputy Secretary for Administration is to notify the Commonwealth Chief Technology Officer (CTO) in writing to identify the EI Privacy Officer and acknowledge compliance with this policy. In the event of staff changes or reassignment of the EI Privacy Officer role, the agency Deputy Secretary is to notify the Commonwealth CTO immediately.

The agency's EI Privacy Officer is to be a separate individual from the agency's Security Officer.

The EI Privacy Officer is responsible for:

- enforcing the Commonwealth Privacy Policy as defined in ITP-PRV001 *CoPA Electronic Information Privacy Policy*;
- ensuring that all applicable federal, state, and other mandates specific to electronic privacy concerns that pertain to the agency areas are met and enforced in accordance with ITP-PRV001;
- reporting annually to OA/OIT on the agency's compliance with ITP-PRV001;
- defining the categories of electronic information and categories of users to be identified for the agency in accordance with ITP-PRV001;
- developing, in conjunction with the agency's human resources department, the agency electronic information confidentiality agreement as defined in ITP PRV001 and ensuring its use;
- notifying the Commonwealth CTO and/or OA/OIT EI Privacy Officer of concerns regarding the agency's compliance with either the Commonwealth electronic information Privacy Policy or other state/federal business-related privacy directives.

Refresh Schedule:

All standards identified in this ITP are subject to periodic review and possible revision, or upon request by the Enterprise Architecture Standards Committee (EASC).

Exemption from This Policy:

In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at http://coppar.oa.pa.gov/. Agency CIO approval is required. Contact your agency CoP Planner for further details or assistance.

Questions:

Questions regarding this policy are to be directed to RA-ITCentral@pa.gov.

Policy Supplements:

OPD-PRV002A - Privacy Policy Escalation Checklist

References:

ITP-PRV001: - CoPA Electronic Information Privacy Policy