

No. IT- 018	Policy Name: Data Sharing Policy in Regard to Constitutional Offices
Effective Date: 7-1-2011 Last Revised Date: 7-3-2014	Citywide Policy _ IT Policy <u>X</u> IT Procedure _
Approved By: IT Director	

Data Sharing Policy in Regard to Constitutional Offices

Purpose: To ensure that appropriate legal protections are in place prior to running reports or sharing data utilizing data from a constitutional office for a different department.

Policy: All IT staff members who generate reports utilizing the data from a constitutional office for use by another office or department (i.e., business license data from the Commissioner of Revenue for a report for Economic Development), the staff member must have the requesting department show evidence in writing or electronically of an appropriate approval from the source constitutional officer before any reports are generated.

Procedure:

Any time an IT staff member generates a report utilizing the data from a constitutional office for use by another office or department (i.e., business license data from the Commissioner of Revenue for a report for Economic Development), the staff member must have the requesting department show evidence in writing or electronically of an appropriate approval from the source constitutional officer before any reports are generated. IT staff are to ensure that the approval is from an individual authorized to approve the request, preferably the constitutional officer. This applies whether this is a new report or one that was created previously that is being re-run in order to get the latest data. It is critical that this approval take place prior to IT work being started as there are legal ramifications that are at work.

This same policy applies for other data uses such as data sharing, interfaces or extracts. If a staff member is pulling data out of one of the constitutional office databases in order to share with another organization, company, department, etc. -- any entity -- then approval is required.

Requests are to be documented and tracked in the department’s ticketing system and the supporting approval documents are to be referenced with the request. The approval document should be in a place that can be easily referenced by the employee, their manager or other appropriate IT staff in the event of any questions or issues.

Constitutional offices include:

- Commissioner of Revenue
- Treasurer
- Sheriff
- Clerk of Court
- Commonwealth Attorney