



INFORMATION SYSTEMS

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TO: Board of County Commissioners (“Board”)
FROM: Andy Atencio, Information Systems Director
Toby Weiner, Assistant County Attorney
SUBJECT: Data Privacy Protection Policy
DATE: May 25, 2021

The Data Privacy Protection Policy (Policy) will define how the County manages PII, what processes the County will put in place to protect the information, and the notification process the County will need to follow in the event of a data breach. While the Policy establishes these processes at the County level, management of the PII collected is the responsibility of the owning Office or Department.

The purpose of this Policy is fulfill the statutory requirements outlines in C.R.S. § 24-73-101 et seq. and to provide guidance to County Offices and Departments on meeting the requirements of managing PII and PI within expectation of these statutes. In addition, the Policy establishes the need for the County to secure the PII entrusted to their possession by those who do business with the County. The Policy also provides a mechanism to hold vendors who supply services to the County responsible for proper use of data.

Staff recommends the adoption of the Data Privacy Protection Policy.