

# PRIVACY & SECURITY INFORMATION NOTICE

RAISING AWARENESS ABOUT THE IMPORTANCE OF PROTECTING  
THE PRIVACY & SECURITY OF SENSITIVE INFORMATION

## Data Access

November 2, 2010

P&S Notice Number 2010 – 10 - 20

To fulfill HHSA's mission we must collect, use and sometimes *distribute* information. However, collection, use or distribution must be related to a specific HHSA business purpose, within County/Agency policy, and allowed by the law or regulations that apply to the data.

The term "data" is used to represent the different types of information collected and stored in either paper or electronic format. In CAO Admin Policy #0040-09-02 (pg. 4-6), the required "County Information Data Classification" guides the level of protection required for data. ([Click this link once, then hold the ctrl button and click link again](#))

Additionally, some service delivery programs, such as CalWIN or California Children's Services, have user manuals for data and electronic applications that further clarify how that data set may be accessed and used. The controls in these manuals may be more stringent than the County /Agency policy, which are considered a minimum standard. The higher standard always applies.

### Definitions:

"**Accessing data**" is retrieving or viewing information in any format.

"**Unauthorized access**" is retrieving or viewing data without an approved HHSA business purpose.

"**Unauthorized disclosure**" is sharing information, in any format, without a specific HHSA approved business purpose.

### Guidelines:

- Do not retrieve, view, copy or share information unless you have a direct HHSA approved business purpose
- Report to your supervisors anyone who views, or requests to view, data without a, HHSA approved business purpose
- Do not allow others to use your logon (userID/password) to systems or applications
- Do not allow others to view information "over your shoulder" without an HHSA approved business purpose
- If you find sensitive/restricted information "laying about" direct it to your supervisor
- If you are unsure as to how to handle certain data, ask your supervisor or contact the Privacy Officer for guidance.

### IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:

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