BALDWIN HILLS CONSERVANCY

RESOLUTION 01-05

RESOLUTION ADOPTING PRIVACY POLICY

WHEREAS, Government Code section 11019.9, effective January 1, 2001, requires all departments and agencies of the State of California to enact and maintain a permanent privacy policy, in adherence with the Information Practices Act of 1977 (Civil Code section 1798 et seq.), that includes, but is not necessarily limited to, the following principles:

(a) Personally identifiable information may only be obtained through lawful means;
(b) The purposes for which personally identifiable data are collected shall be specified at or prior to the time of collection, and any subsequent use of the data shall be limited to and consistent with the fulfillment of those purposes previously specified;
(c) Personal data may not be disclosed, made available, or otherwise used for a purpose other than those specified, except with the consent of the subject of the data, or as required by law or regulation;
(d) Personal data collected shall be relevant to the purpose for which it is needed; and
(e) The general means by which personal data is protected against loss, unauthorized access, use, modification, or disclosure shall be posted, unless the disclosure of those general means would compromise legitimate agency objectives or law enforcement purposes;

WHEREAS, Government Code section 11011.9 requires each state agency to implement this privacy policy by:

- Designating which position within the department or agency is responsible for the implementation of and adherence to this privacy policy;
- Prominently posting the policy physically in its offices and on its internet website, if any;
- Distributing the policy to each of its employees and contractors who have access to personal data;
- Complying with the Information Practices Act (Civil Code Section 1798 et seq.); the Public Records Act (Government Code Section 6250 et seq.); Government Code Section 11015.5, and all other laws pertaining to information privacy;
- Using appropriate means to successfully implement and adhere to this privacy policy;

WHEREAS, the Baldwin Hills Conservancy, as a state agency, is subject to Government Code section 11019.9;

NOW, THEREFORE, BE IT RESOLVED BY THE BALDWIN HILLS CONSERVANCY GOVERNING BOARD THAT PURSUANT TO GOVERNMENT CODE

SECTION 11019.9 AND IN ADHERENCE TO THE INFORMATION PRACTICES ACT OF 1977 (TITLE 1.8 (COMMENCING WITH SECTION 1798) OF PART 4 OF DIVISION 3 OF THE CIVIL CODE) THE BALDWIN HILLS CONSERVANCY ("BHC") ADOPTS THE FOLLOWING PRIVACY POLICY:

PRIVACY POLICY OF THE
BALDWIN HILLS CONSERVANCY

This policy applies, but without limitation, to personnel records, job applications, personal information which may be required for the submission of *a* grant application, request for bid or request for proposal, and to personal information submitted to or requested by the BHC in conjunction with entering into contracts or making land acquisitions or from any other source. The BHC does not compile personal information other than employment applications, employee personnel records, and mailing lists used to provide notices or otherwise to inform the public.

Section 1: Definitions

This policy adopts by reference all of the relevant definitions found at Government Code Section 1798.3 including but not limited to the following:

(a) The term "personal information" means any information that is maintained by the BHC that identifies or describes an individual, including, but not necessarily limited to, his name or her name, social security number, physical description, home address, home telephone number, marital status and dependent information, education, financial matters, and medical or employment history. It includes statements made by or attributed to, the individual.

(b) The term "disclose" means to disclose, release, transfer, disseminate, or otherwise communicate all or any part of any record orally, in writing, or by electronic or any other means to any person or entity.

The term "employee" means an employee of the BHC.

Section 2: Policy Principles

The following principles shall apply to the disclosure, release, transfer, dissemination or any other communication of personal information:

(a) Personally identifiable information shall only be obtained through lawful means.

(b) The purposes for which personally identifiable data are collected shall be specified at or prior to the time of collection, and any subsequent use of the data shall be limited to and consistent with the fulfillment of those purposes previously

specified.

(c) Personal data shall not be disclosed, made available, or otherwise used for *a* purpose other than those specified, except with the consent of the subject of the data, or as authorized by law or regulation.

(d) Personal data collected must be relevant to the purpose for which it is collected.

(e) Personal data shall be protected against disclosure, release, transfer, dissemination, loss , use modification, unauthorized disclosure or unauthorized access by the following general means:

(1) This privacy policy shall be posted.

(2) Each employee responsible for the collection, use, maintenance, and/or dissemination of public records containing personal data shall take precautions to assure that such records are to the extent allowed by law kept confidential.

(3) The Executive Officer shall designate a BHC employee (Privacy Policy coordinator) who shall be responsible for implementation of this policy. Any employee with questions regarding implementation of this policy, Government Code Section 11015.5, or Government Code Section 6250 *et seq.* (Public Records Act) shall consult with the Privacy Policy coordinator for guidance. If the Privacy Policy coordinator is unable to respond, the employee shall contact the Office of the Attorney General for guidance.

Passed and Adopted by the Board of the
BALDWIN HILLS CONSERVANCY

on June 1, 2001.

Albert Vera, Interim Chairman
Baldwin Hills Conservancy

ATTEST:
John A. Saurenman
Supervising Deputy Attorney General