



State of Illinois
Department of Innovation & Technology
Enterprise Information Security Policy
Privacy: Transparency, Authority, and Purpose



1. OVERVIEW

The State of Illinois Department of Innovation & Technology (DoIT) establishes and maintains transparency standards to provide public notice of its information practices of its programs and activities. This Policy provides Employees with an understanding of their role in communicating and notifying various audiences how Personally Identifiable Information (PII) is created, managed, and stored in the DoIT environment. Unless otherwise specified, capitalized terms contained herein shall have the meaning assigned to them in the Terminology Glossary.

2. GOAL

This Policy ensures that the State of Illinois provides public notice of its information practices of its programs and activities.

3. SCOPE

This Policy applies to Employees of DoIT and other State of Illinois agencies, boards, and commissions that have been identified as client agencies of DoIT through executive order, legislation, or inter-governmental agreement (Client Agencies).

4. REQUIREMENTS

DoIT and/or its Client Agencies will incorporate the below defined information security controls for all Information Systems. Any reference to "Agency" shall include both DoIT and Client Agencies.

4.1 Purpose Specification

4.1.1 Agency shall describe in its privacy notices the purpose(s) for which PII is collected, used, maintained, and shared.

4.2 Privacy Notice

4.2.1 Agency shall provide notice to the public and to individuals regarding:

- its activities that impact privacy, including its collection, use, sharing, safeguarding, maintenance, and disposal of PII;
- its authority for collecting PII;
- the choices, if any, individuals may have regarding how the State of Illinois uses PII, as well as the consequences of exercising or not exercising those choices;
- the ability to access PII and to have PII amended or corrected, if necessary;
- the PII that the State of Illinois collects and the purpose(s) for which it collects that information;
- how the State of Illinois uses PII internally;



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- whether the State of Illinois shares PII with external entities, the categories of those entities, and the purposes for such sharing;
- whether individuals have the ability to consent to specific uses or sharing of PII and how to exercise any such consent;
- how individuals may obtain access to PII; and
- how the PII will be protected.

4.2.2 Agency shall revise public notices to reflect changes in practice or policy that affect PII or changes in Agency activities that impact privacy, before or as soon as practicable after the change.

4.3 Privacy Statements and System of Record Notification

4.3.1 Agencies shall have an indexing or retrieval capability built into the systems containing PII.

4.3.2 Agency shall include privacy statements on its forms that collect PII, or on separate forms that can be retained by individuals, to provide additional formal notice to individuals from whom the information is being collected.

4.4 Dissemination of Privacy Program Information

4.4.1 Agency shall ensure that the public has access to information about the Agency's privacy activities, and Agency shall ensure that the public is able to communicate with its Agency Privacy Officer.

4.4.2 Agency shall ensure that its privacy practices are publicly available through Agency websites or otherwise.

5. POLICY COMPLIANCE

In order to implement this Policy, the DoIT Division of Information Security establishes supplemental policies, standards, procedures, and guidelines and designates responsibility to specific personnel. To the extent necessary, each Client Agency and/or DoIT Division must establish procedures in order to achieve Policy compliance. It is the responsibility of Employees to understand and adhere to this Policy.

Failure to comply with this Policy may result in the Chief Information Security Officer temporarily discontinuing or suspending the operation of the Information System, solution, and/or resource until such compliance is established as deemed solely by the Chief Information Security Officer. Failure to comply with this Policy could also result in the loss of access to State of Illinois Information Technology (IT) Resources and/or discipline, up to and including discharge.



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6. RELATED POLICIES, STANDARDS, AND GUIDELINES

DoIT Supplemental Information Security Policies:

- (1) Criminal Justice Information Security
- (2) Federal Tax Information Security
- (3) Payment Card Data Protection
- (4) Protected Health Information Security

Revision history and approvals are reflected in ServiceNow.