

**WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)**  
LOCAL POLICY BULLETIN #2015-03: Policy on the Protection of Personally Identifiable  
Information

Effective date: July 1, 2015

**SUBJECT:** Policy on the Protection of Personally Identifiable Information (PII)

**PURPOSE:**

As a public agency, the WDB understands the importance of maintaining individuals' privacy and will made every effort to maintain their confidence and trust regarding the collection and use of personal information.

**REFERENCE:**

Employment and Training Administration, U.S. Department of Labor, Training and Guidance Letter No. 39-11 (June 28, 2012); see also Nos. 16 & 53, General Terms and Conditions of County Contracts; see also (1) County of Ventura, Human Services Agency, Confidentiality of Records and Information & Conflict of Interest and (2) County of Ventura, Human Services Agency, Admin: IT Security Policy (both forms to be signed by all new employees)

**POLICY:**

The Workforce Development Board of Ventura County (WDB) oversees the securing of personal information against loss, damage, modification, unauthorized access, or disclosure as required by federal and California law. Information voluntarily provided by the client will be protected by the appropriate paper, computer, network, and Internet technical security controls at the employee and departmental level to prevent unauthorized access. Some of these security controls are: password and user identification verification, data encryption, confidential transmissions, secure storage areas and audit trails.

The WDB does not store or use personal information submitted by the individual any longer than necessary. If that information is no longer required and to prevent unauthorized access or use of the data, the individual's personally identifiable information is destroyed via purging, magnetic degaussing/erasing, shredding and/or other means of authorized destruction of confidential information. WDB will not sell or distribute personal information to any non-governmental entity without the client's consent or as authorized by law or regulation.

The WDB will ensure that their employees are aware of their responsibilities regarding the protection of individuals' PII.

**INQUIRIES:**

The administrative staff of the WDB, together with program and contracts staff, will be responsible for disseminating this policy through the creation of contracts and the ongoing oversight of program operations.