

## **Personally Identifiable Data**

As required by Title 74 of the Oklahoma Statutes, Section 3106.4, the following information discloses how the Oklahoma Water Resources Board ("OWRB") collects, stores, and shares personally identifiable information. "Personally identifiable data" is defined as "information which can identify an individual including, but not limited to, name, birth date, place of birth, mother's maiden name, biometric records, Social Security number, official state- or government-issued driver license or identification number, alien registration number, government passport number, employer or taxpayer identification number or any other information that is linked or linkable to an individual, such as medical, educational, financial or employment information."

### **What personal information does OWRB collect?**

The OWRB collects personally identifiable data only when needed and required for employment purposes, agency programs, and when required by law or regulation.

### **Situations in which OWRB may or will need to collect personally identifiable data are:**

- \* Employment Applications
- \* Open Records Requests
- \* Applications for Permits or Licenses issued by OWRB
- \* Litigation/ Dispute Resolution and/or Settlement Agreements
- \* To meet Contracts and Bidding requirements
- \* When voluntarily provided without request by citizens
- \* Account information needed to making payment disbursements to Borrowers including but not limited to – bank account numbers, routing number, federal tax identification number, financial institution information, wire information, checks, and authorized personal on accounts

### **How is this information stored?**

Personally identifiable data is stored in a variety of ways, both electronic and paper format, and in compliance with state rules and regulations. OWRB protects all personal information in accordance with State of Oklahoma Information Security policies, procedures, guidelines (as applicable) found at: <https://oklahoma.gov/content/dam/ok/en/omes/documents/InfoSecPPG.pdf>

### **With whom does ODOT share this personal information?**

OWRB employees and agents under contract with OWRB to perform specific services will be granted access to personal identifiable data ONLY when it is needed to perform their job-related functions or tasks for the Agency. Only those OWRB employees and/or agents who need to have access to that data will be granted access. All OWRB employees are instructed and trained to keep personal identifiable data they use or have access to confidential.

OWRB shares Personal Identifiable Data outside of the agency with other state agencies, political subdivisions of the State, the federal government, and when requested by the public ONLY when required by law or regulation. All requests for documentation containing personal identifiers are redacted as needed and required by law to prevent dissemination of personal identifiable data outside of the Agency.