

# PRIVACY & SECURITY INFORMATION NOTICE

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

## USE OF DATA

September 2007

Policy HHSA – M 1.2 “Code of Conduct” requires that agency staff and volunteers respect County assets and use them for the County’s benefit. The public pays for all data collected within the County and is entitled to an accounting of how the data is used.

If County data is used in research, the County must receive public credit for providing the data in all publications or presentations. This requirement is placed on all research projects within the County. Contracts with outside agencies for research include language to meet this requirement.

There are two additional internal areas where the County should be credited for the use of its data. The first is where the agency staff or volunteer is a student using County data for educational projects and the second is where the agency staff or volunteer is in the position of teaching and using County data as a “real life” example teaching tool.

### PROCEDURES:

1. Request to use County data prior to performing any research. Requests must be in writing and be specific as to the source of the data and how it will be used in research. Requests should initially go to your supervisor.

*Note: Some types of research require the client’s permission which must be obtained prior to any collection or use of data.*

2. After receiving written permission for the research, data may be collected but not beyond the original scope of the request. The data may not be used for other purposes beyond the original request. The scope of data collection and the use after collection must be in accord with the original request.

3. Any publication or presentation that uses County data must give credit to the County as the source of the data.

4. No personal or individual copies of data should be retained for any purpose. Data should be returned or destroyed upon completion of the project.

Questions can be directed to:  
David Nelson, Privacy Officer  
619-515-4243  
David.Nelson@SDCounty.ca.gov



COMPLIANCE OFFICE

QUALITY ■ EFFICIENCY ■ INTEGRITY