

Privacy Notice on Collection of Personal Information

Requirement:

- Department/agencies must provide a notice on or with any form used to collect personal information (CIV 1798.17)
- Each agency shall designate an agency employee to be responsible for ensuring that the agency complies with all of the provisions of this chapter. (CIV 1798.22)
- Personal Information defined: (CIV 1798.3) “The term “personal information” means any information that is maintained by an agency that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history. It includes statements made by, or attributed to, the individual.”
- The notice must include the following information: (CIV 1798.17)
 - The name of the agency and the division within the agency that is requesting the information.
 - The title, business address, and telephone number of the agency official who is responsible for the system of records and who shall, upon request, inform an individual regarding the location of his or her records and the categories of any persons who use the information in those records.
 - The authority, whether granted by statute, regulation, or executive order which authorizes the maintenance of the information.
 - With respect to each item of information, whether submission of such information is mandatory or voluntary.
 - The consequences, if any, of not providing all or any part of the requested information.
 - The principal purpose or purposes within the agency for which the information is to be used.
 - Any known or foreseeable disclosures which may be made of the information pursuant to subdivision (e) or (f) of Section 1798.24.
 - The individual’s right of access to records containing personal information which are maintained by the agency.
- Exception: The notice required by this section does not apply to agency requirements for an individual to provide his or her name, identifying number, photograph, address, or similar identifying information, **if this information is used only for the purpose of identification and communication** with the individual by the agency. (CIV 1798.17)

Authority:

- CA Civil Code Section 1798
- SIMM 531 0-A (issued by the California Information Security Office)