

SAM – INFORMATION SECURITY
(Office of Information Security)

STATE ENTITY PRIVACY STATEMENT AND NOTICE ON COLLECTION

5310.1

(Revised 12/13)

Policy: Information asset owners shall be open about state entity information handling practices, including the purposes for which the state entity collects, uses, and discloses personal information of individuals. Each state entity Privacy Program Coordinator shall prepare, publish, and maintain a General Privacy Policy Statement and a Privacy Notice on Collection for each personal information collection in accordance with the Privacy Statement and Notices Standard ([SIMM 5310-A](#)).

General Privacy Policy Statement

Each state entity's general privacy policy, as required by [Government Code section 11019.9](#), shall apply to the entire state entity and its subdivisions.

Privacy Notice on Collection

When personal information is collected from an individual on or with any form, the information asset owner shall ensure that notice is provided to the individual at or before the time of collection. The content and presentation of the notice shall comply with requirements outlined in the Privacy Statement and Notices Standard ([SIMM 5310-A](#)).

Implementation Controls: NIST SP 800-53: [Appendix J-Privacy Control Catalog](#), and [SIMM 5310-A](#)