

### Personally Identifiable Information Policy

Any customer completing an eligibility application for WIOA Services signs the Applicant's Acknowledgement Section of the application acknowledging their approval and giving their permission for the release of information by their employers and agencies for the provision of services.

Once the customer is enrolled in training their social security number is used to register and assign services utilizing the Geo Solutions System. The social security number of each participant is strictly used to view pertinent data such as employment history, search for wage data, tracking, etc.

The social security number of a participant cannot be released to other agencies or individuals unless specifically required for federal, state or judicial review.

Reports can be generated to display only the last four digits of the social security number or the name of the participant. However, in some instances, the need for the full social security number is required in order to review follow services, case notes, wage inquiry and their date of dislocation to name a few. These reports are securely locked away in locked filing cabinets. Once a report is no longer needed, it is disposed of either by shredding or by Iron Mountain, an organization that disposes of personal information that is kept in a locked bin.

Precaution is taken to insure that every participant's social security number is safeguarded against being stolen or carelessly ignored.

Any breach or suspension of a breach will be reported to GCEcD-WD's Deputy Commissioner, Ben Hames.