

The Workforce Connection, Inc.

Policy Title: Handling and Protecting Personally Identifiable Information

Policy Number: 2016-200-07, Change 2

Status: Active

Effective: March 19, 2024

Purpose:

To define the policies and procedures for *Handling and Protecting Personally Identifiable Information* (PII).

References:

- Illinois workNet ePolicy Chapter 8 Section 8.2.2-8.2.9
- Illinois workNet ePolicy Chapter 10 Section 10.6.3
- OMB Memorandum Rules and Policies - Protecting PII - Privacy Act OMB Memorandum M-07-1616
- Privacy Act of 1974 - 5 U.S.C. § 552a
- U.S. Department of Labor Employment and Training Administration's Training and Employment Guidance Letter (TGEL) No. 39-11 (June 28, 2012)

Background:

Under the Workforce Innovation and Opportunity Act (WIOA) and Trade Assistance Act (TAA), staff obtain personal and confidential information from individuals as part of eligibility determination and continuation of services. WIOA, TAA, and other federal and state regulations governing information sharing stipulate the implementation of confidentiality policies and procedures. It is the responsibility of all workforce professionals to protect the privacy of all applicants for program services, as well as the privacy of all participants receiving program services. The purpose of this policy is to describe the protections that must be in place to protect all personally identifiable information (PII) on applicants and participants including the requirements for the use, storage, and security of sensitive and confidential information, and the consequences for not adhering to these safeguards.

Local Policy

All responsible parties will follow the Illinois workNet ePolicies as noted under References.

- Illinois workNet ePolicy Chapter 8 Section 8.2.2-8.2.9
- Illinois workNet ePolicy Chapter 10 Section 10.6.3

Action Required: This information should be disseminated to all responsible parties.

Responsible Party: TWC Board and Program Provider Subawardee(s)

Inquiries: Questions regarding this policy should be directed to The Workforce Connection, Inc. Executive Director

Effective Date: Immediately