

# Washington State Agency Privacy Principles



## Purpose Statement

The government performs a variety of functions that require personal information. Public agencies have an obligation to handle personal information about Washington residents responsibly and in a fair and transparent way. The purpose of this document is to articulate fundamental privacy principles to guide agency practices and establish public trust. See RCW 43.105.369(3)(c).

PRINCIPLE	IMPLEMENTATION
<p><b>Lawful, fair, &amp; responsible use</b></p> <p>Collection, use and disclosure is:</p> <ul style="list-style-type: none"> <li>• Based on legal authority;</li> <li>• Not deceptive;</li> <li>• Not discriminatory or harmful; and</li> <li>• Relevant and reasonably necessary for legitimate purposes.</li> </ul>	<p>Only collect, use, and disclose information with appropriate legal authority.</p> <p>Collect, use, and disclose information fairly, meaning at a minimum that processing is not deceptive or unduly harmful.</p> <p>Collect, use, and disclose information responsibly and ethically. This includes taking steps to ensure information gathered is accurate and correcting information that is not.</p> <p>Collecting, using and disclosing information in a lawful, fair and responsible way includes considering stricter standards when handling information about vulnerable populations and persons at risk. It also includes using stricter standards for particularly sensitive information. Potential impacts should be evaluated holistically. Information that does not appear especially sensitive on its own can become highly sensitive when combined with other available information. It can also become highly sensitive when viewed in context, which may require considering cultural, geographic, religious or political circumstances.</p>

PRINCIPLE	IMPLEMENTATION
<p><b>Data minimization</b></p> <p>The minimum amount of information is collected, used, or disclosed to accomplish the stated purpose for collecting the information.</p>	<p>Collect only the minimum amount of information needed to accomplish a specific purpose. Minimize data use and disclosure by only allowing access to the minimum amount of information by the minimum number of people or organizations to accomplish a specific purpose. This includes utilizing de-identified or anonymous information when possible. Retain information only for the length of time that is necessary for its original purpose and applicable retention requirements.</p>
<p><b>Purpose limitation</b></p> <p>The reasons for gathering information are identified before it is collected. Use and disclosure is limited to what is reasonably necessary in relation to the specific reasons the information was collected.</p>	<p>Specifically state the reasons for collecting information. Unless a person provides consent, the information should not be used or disclosed for purposes that are not reasonably necessary to, or compatible with, the original purpose for collecting the information. Examples of compatible purposes include public archiving, research, or disclosures required by law.</p>
<p><b>Transparency &amp; accountability</b></p> <p>Transparency means being open and transparent about what personal information is collected, for what purposes, and who it is shared with under what circumstances. Accountability means being responsible and answerable for following data privacy laws and principles.</p>	<p>Provide notice that is clear, honest and open about what information is collected, how it is used, and who it is shared with. When information is inappropriately used or disclosed, give timely notice to affected individuals. Ensure accountability for adherence to these principles, any applicable privacy laws, and the public's expectations for the appropriate use of personal information. Accountability includes creating and maintaining policies and other records to demonstrate compliance and appropriate information handling. It also includes processes for monitoring or auditing, receiving and responding to complaints, and redress for harmed individuals.</p>

PRINCIPLE	IMPLEMENTATION
<p><b>Due diligence</b> Taking reasonable steps and exercising care before and after entering into an agreement or arrangement with a third party that includes sharing personal information.</p>	<p>Exercise due diligence when sharing information with third parties. Appropriate due diligence will vary based on the circumstances, but may include:</p> <ul style="list-style-type: none"> <li>• Ensuring authority for the recipient to receive the information.</li> <li>• Evaluating whether sharing is consistent with the original purpose of collecting the information.</li> <li>• Requiring the third party to adhere to the same data use and security standards as the agency, including agency policies, these principles and applicable privacy laws.</li> <li>• Verifying and monitoring the third party's security and privacy practices.</li> </ul>
<p><b>Individual participation</b> Give people control of their information when possible.</p>	<p>Involve people in the collection and management of their personal information whenever practicable and consistent with the government functions being performed. Individual participation may include accessible processes to:</p> <ul style="list-style-type: none"> <li>• Provide, revoke or manage consent.</li> <li>• Opt-out or restrict collection or use.</li> <li>• Access information.</li> <li>• Request corrections to inaccurate information.</li> <li>• Learn who information has been shared with.</li> <li>• Timely response to requests for information.</li> </ul>
<p><b>Security</b> Appropriate administrative, technical and physical security practices to protect the confidentiality, integrity, availability and control of personal information.</p>	<p>Establish, implement and maintain reasonable security controls. Cybersecurity and non- technical controls must be appropriate to the amount and type of personal information being protected. Determining which security practices are reasonable includes considering what technology is available, the cost of implementation and assessment of risk.</p>