



Technology Staff – Data Access

Appendix A, AP-511 – Employee Responsible Use of Technology

Requirement

Technology staff accessing or disclosing private or sensitive information within Division systems outside the specific job responsibilities is prohibited without the approval of the data owner or authorized override as requested by an Admin Council member. Violations or inappropriate use of administrative access will be addressed through regular supervisory and HR processes.

Technology staff must complete *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP) training as directed by the Division and follow all LAFOIP data access and breach reporting requirements.

Rationale

Technology staff provide systems and application administration as required. In order to perform these activities and provide support for these systems, Technology staff may have administrative access to the operating system, databases, applications, and user data being supported as part of their job responsibilities. This access may only be used in support of Division business and consistent with the roles and responsibilities of the staff member. The Division periodically reviews administrator access to the systems it is responsible for managing, and administrative access is also reviewed and updated upon a change in the staff member's role or responsibilities.