**TITLE: Labor Exchange; Public Records Privacy Protections Policy**

**REFERENCES**

Governor’s [Executive Order 00-03](http://www.governor.wa.gov/execorders/eoarchive/eo_00-03.htm)

Refer to LX-Procedure-Public Records Privacy-4014-0302 for procedures to this Policy.

**PURPOSE**

On April 25, 2000, the Governor signed [Executive Order 00-03](http://www.governor.wa.gov/execorders/eoarchive/eo_00-03.htm). The intent of this executive order was to ensure that state agencies comply fully with state public disclosure and open government laws, while protecting personal information to the maximum extent possible. This includes electronic databases that contain highly sensitive personal information about individuals. It is state government’s responsibility to protect the personal privacy rights of Washington’s citizens and lead the private sector by example and by law.

The WorkSource Operations and Employment and Training (E&T) Divisions are working together to identify all agency forms used in the field for appropriateness regarding public records privacy protections. These forms also need to be updated for compliance with WorkSource (logo, etc.) as well as Social Security Account (SSA) number usage. This is a major undertaking complicated by the need to convert to WorkSource and SKIES compatibility.

**PERSONS AFFECTED**

This communication applies only to ESD staff, however, Workforce Development Councils (WDCs) and partner agencies are welcome and encouraged to use the information when developing local policies and procedures.

**DEFINITIONS**

**Personal Information** - For purposes of this communication, personal information means information collected about a natural person that is readily identifiable to that specific individual.

**Note:**  A natural person is an individual human as opposed to an organization or group of humans

**POLICY**

It is the policy of the Employment Security Department (ESD) to fully comply with the letter and intent of the Governor's [Executive Order 00-03](http://www.governor.wa.gov/execorders/eoarchive/eo_00-03.htm). This policy is consistent with Policies and Procedures communication number 4013, Data Sharing.

**SUPERSEDES**

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| **Version** | **Date** | **Description** |
| 1.0 | 3/27/02 | New communication |

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