L&I, Office of Information Technology Procedure

<table>
<thead>
<tr>
<th>Name:</th>
<th>Requesting Release of Protected Data</th>
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<tbody>
<tr>
<td>Effective Date:</td>
<td>June 2017</td>
</tr>
<tr>
<td>Category:</td>
<td>Application</td>
</tr>
<tr>
<td>Version:</td>
<td>1.2</td>
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1. Scope:

This procedure applies to all Department of Labor & Industry (L&I) employees and business partners (hereinafter referred to collectively as “L&I Users”).

2. Procedure:

The procedure is implemented by L&I OIT on behalf of the data owner L&I User requesting access to the data.

A. Procedure

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<th>Responsibility</th>
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| 1.   | L&I User       | Forwards a written request to the system owner with inclusion of the following:  
|      |                | • The nature and type of data requested,  
|      |                | • The intended use(s) of the data,  
|      |                | • Plans for storage, retention and disposal of data, and  
|      |                | • Assurance that the confidentiality and security of the data will be maintained |
| 2.   | System Owner   | Uses the following criteria to evaluate the information supplied by the requestor:  
|      |                | a. Need for the Requested Data  
|      |                | Does there exist a compelling need or absolute necessity for the requested data; can the data be replaced with non-identifiable data; does the need for this data justify the risk of disclosure or can test be utilized?  
|      |                | b. Use of the Data  
|      |                | Will the data be utilized for legitimate purposes; will data use be restricted to the stated purposes; how can the use be verified?  
|      |                | c. Confidentiality/Security of the Data  
|      |                | Will the data be safeguarded and protection maintained; does there exist a potential for violation of the confidentiality of the data or the actual physical theft or loss; and will the data be disclosed or re-released to anyone at any time under any circumstances? |
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d. Data owner restrictions
   What are the laws, statutes and regulations
   concerning the sharing of this data; what is the data
   owner's approval mechanism to release protected
   data?

3. System Owner Obtains and evaluates OIT staff recommendations as
   necessary.

4. System Owner Obtains the following assurances from the requestor:
   a. The requestor will fully protect the confidentiality of
      the data provided,
   b. The requestor will not disclose or release the
      identifiable data,
   c. The requestor will report immediately the loss or
      theft of any protected data or related confidential
      materials to the data owner, and
   d. The requestor will, by a specified date, either return
      or destroy all data, as agreed by the data owner and
      data requestor.

5. System Owner Approves or disapproves the release of the protected data
   based on information supplied by the data requestor and
   any OIT staff recommendations.

6. System Owner Provides a written notification on the approval or
   disapproval to release the requested protected data to the
   data requestor and impacted OIT staff.

7. OIT Staff Proceeds with the release of the protected data to the data
   requestor as approved by the data owner.

3. References:
   L&I Policy Definitions Document
   ADM-002 - ITIL Compliance
   APP-000 - System Development Life Cycle
   APP-001 - Release of Protected Data Policy
   ITP-PRV001 - Commonwealth of Pennsylvania Electronic Information Privacy Policy
   ITP-SEC019 - Policy and Procedures for Protecting Commonwealth Electronic Data
   Executive Order 2016-07 - Open Data, Data Development, and Data Governance
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IRS Publication 1075
NIST SP 800-53 R4

4. Version Control:

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<thead>
<tr>
<th>Version</th>
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<tbody>
<tr>
<td>1.1</td>
<td>10/2016</td>
<td>Base Document</td>
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<tr>
<td>1.2</td>
<td>06/2017</td>
<td>Updates to match policy</td>
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