

2020 Privacy Assessment Survey

Introduction

[RCW 43.105.369](#) requires the Office of Privacy and Data Protection to conduct an annual privacy review of agency practices. Your responses will help us measure privacy maturity across state agencies and develop resources and trainings where they are most needed. The goal is to establish a common understanding of current practices, not to measure compliance with specific laws or a specific set of standards. We understand that agency functions and privacy requirements vary. What is a best practice for one agency may not apply to another.

If your agency does not control any personal information about Washington residents, please complete the *Agency Information* section and indicate you do not control personal information. The rest of the assessment does not need to be completed. "Personal information" is information about a natural person that is identifiable to that specific individual.

You may use the Next and Previous buttons to skip through the form to fill out questions in any order.

Thank you for your time. Please feel free to send any questions to privacy@ocio.wa.gov.

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Survey Sections

1. Agency Information	2. Types of Personal Information	3. Privacy Roles & Staffing
4. Training & Policies	5. Transparency	6. Individual Participation
7. Accountability	8. Data sharing & Data inventory	9. Future Planning

Agency Information Section:

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Agency Information

Agency Name*

For your Agency Code see the [OFM website](#)

Agency Code*

Person Submitting*

First Name

Last Name

Your email address*

A copy of your form submission will be sent to this address.

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“Personal information” is information about a natural person that is identifiable to that specific individual.
Information can include, but is not limited to, data, text, voice, and video.

Does your agency maintain personal information about Washington residents?*

- Yes.
 No. My agency does not maintain any personal information about Washington residents?

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If you select the “No” answer to the screening question, it takes you to the Conclusion Section of the survey:

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Conclusion

This is the end of the privacy assessment form. Feel free to click the **Previous** button to review your answers.

When you click the **SUBMIT** button, you will be shown questions you forgot to answer.

A copy of this form submission will be sent to your email address

If you have any questions or comments, please contact privacy@ocio.wa.gov. We also appreciate a review of the form below.

Your comments about this form:

I am ready to submit this form

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Submit Form

2020 Privacy Assessment Survey Screening Question – “Yes” answer takes you to the rest of the survey.

"Personal information" is information about a natural person that is identifiable to that specific individual.
Information can include, but is not limited to, data, text, voice, and video.

Does your agency maintain personal information about Washington residents?*

- Yes.
- No. My agency does not maintain any personal information about Washington residents?

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Types of Personal Information Section:

All questions are checkboxes and answers - no additional questions appear based on answers.

Types of Personal Information

What type of information does your agency maintain about Washington residents? (Check all that apply)*

- Contact information
- Financial, billing, or account information
- Social security numbers
- Driver's license numbers
- Other unique identifiers
- Date of birth
- Demographic information (e.g., race, ethnicity)
- Medical information
- Employment information
- Education information
- Justice information (e.g., criminal record)
- Familial information (e.g., household size, number of children)
- Immigration or citizenship information (e.g., place of birth, national origin, legal status)
- Specific geolocation information
- Biometrics
- Facial recognition templates
- Other:

How does your agency collect information? (Check all that apply)*

- From people directly
- From other WA state agencies
- From federal agencies
- From local governments or other states
- Data brokers or similar entities
- From organizations we regulate or license
- From service providers (e.g., health care provider)
- Automated systems, such as cameras or GPS
- Other:

Does your agency maintain any biometric identifiers?*

- We do not collect, capture, purchase or obtain any biometric identifiers
- We likely have historical biometric data but do not currently collect biometric identifiers
- We do not have biometric identifiers but plan to collect them in the future
- We do collect biometric identifiers

Has your agency taken steps to comply with E2SSB 5497 (2019), the Keep Washington Working Act? (Check all that apply)*

- We have reviewed our policies as a result of the law
- We have made necessary updates to our policies or determined no updates are necessary
- We are already in compliance with the law
- The law does not apply to us
- Other:

If “Yes” answer – Explanation box appears.

Does your agency use privacy impact assessments, risk registers, or other tools to assess privacy risks when beginning new projects that involve personal information? *

Yes No

If yes, explain*

If “No” answer – nothing appears.

Does your agency use privacy impact assessments, risk registers, or other tools to assess privacy risks when beginning new projects that involve personal information? *

Yes No

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Privacy Roles & Staffing Section:

If you select the “No” Answer – an additional question and text field appear.

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Privacy Roles & Staffing

Choose the option that best describes who works on privacy in your agency:*

- We have a person designated to set policy and handle questions for our agency, whose primary function is privacy and related issues
- We have a person designated to set policy and handle questions for our agency, but privacy is not their primary function
- We have a group of people who tend to work on privacy issues, according to their expertise
- We do not have a dedicated person or group, but tend to give these questions to internal staff such as the CIO or risk manager as appropriate
- We do not have internal staff with expertise, but we call outside experts when necessary

Do you have a person designated to set policy and handle privacy questions?*

Yes
 No

What positions work on privacy issues in your agency?*

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Privacy Roles & Staffing

Choose the option that best describes who works on privacy in your agency:*

- We have a person designated to set policy and handle questions for our agency, whose primary function is privacy and related issues
- We have a person designated to set policy and handle questions for our agency, but privacy is not their primary function
- We have a group of people who tend to work on privacy issues, according to their expertise
- We do not have a dedicated person or group, but tend to give these questions to internal staff such as the CIO or risk manager as appropriate
- We do not have internal staff with expertise, but we call outside experts when necessary

Do you have a person designated to set policy and handle privacy questions?*

- Yes
- No

Name*

First Name

Last Name

Email of designee*

Title*

Place in organizational structure *

e.g., legal, risk management, information governance, IT

What other positions work on privacy issues in your agency?

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Training and Policies Section:

If you select “Yes” or “No” or “Other” answer – no additional questions appear

Training and Policies

Does your agency have formal policies and procedures that address privacy?*

- Yes
- No
- Other:

If you select first or second answer the additional checklist appears:

Does your agency have formal policies or procedures, or other standards, that address heightened protections for particularly sensitive subsets of information?*

- Yes, we have formal policies or procedures that address heightened protections for particularly sensitive information
- We have standards that address protections for particularly sensitive information, but they do not rise to the level of formal policies or procedures
- We maintain some subsets of particularly sensitive information but do not have policies, policies, or standards that address heightened protections
- We do not maintain this type of information

What types of information do the policies, procedures, or standards address? (Check all that apply)*

- Participants in the address confidentiality program
- Particularly sensitive health information (e.g., substance use, mental health, sexually transmitted infection, reproductive planning)
- Specific geolocation information
- Immigration or citizenship information
- Biometric information
- Other:

If you select the third or fourth answer no additional questions or checklist appears.

Does your agency have formal policies or procedures, or other standards, that address heightened protections for particularly sensitive subsets of information?*

- Yes, we have formal policies or procedures that address heightened protections for particularly sensitive information
- We have standards that address protections for particularly sensitive information, but they do not rise to the level of formal policies or procedures
- We maintain some subsets of particularly sensitive information but do not have policies, policies, or standards that address heightened protections
- We do not maintain this type of information

If you select “Yes” or “No” or “Other”— no additional questions appear.

Does your agency have a formal policy to minimize data collection, use, and disclosure?*

- Yes
- No
- Other:

Does your agency offer employees privacy training? (Check all that apply)*

- Agency-specific privacy training is available to staff
- Generic privacy training is available to staff
- Training is mandatory for all staff
- Training is mandatory for certain staff
- We do not offer privacy training
- Other:

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Transparency Section:

If you select “Yes” – additional question appears

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Transparency

Do you have a website privacy policy that addresses information you track or gather on your website?*

Yes

We have a website, but we do not have a website privacy policy

We do not have a website

How current is your website privacy policy?*

Updated or reviewed in the past year

Updated or reviewed in the last 5 years

More than 5 years since last update or review

If you select the other two answers regarding a website policy – No additional questions appear:

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Transparency

Do you have a website privacy policy that addresses information you track or gather on your website?*

Yes

We have a website, but we do not have a website privacy policy

We do not have a website

If you select “No” - No additional questions appear:

Does your agency have an external-facing privacy notice or policy that explains how you collect, use, and disclose personal information?*

Yes

No

This type of notice is separate from a website privacy policy that addresses information you track or gather on your website.

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If you select “Yes” – Additional questions appear:

Does your agency have an external-facing privacy notice or policy that explains how you collect, use, and disclose personal information?*

Yes
 No

This type of notice is separate from a website privacy policy that addresses information you track or gather on your website.

How is your privacy notice or policy provided to people? (Check all that apply)*

In-person
 Mail
 E-mail
 Posted on agency website
 Other:

What does your privacy notice or policy include? (Check all that apply)*

The types of information gathered
 The purposes for which the information will be used
 Who will use the information
 How the information will be shared
 An explanation of a person’s ability to access or control their information
 Who to contact for more information

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Individual Participation Section:

If you answer “No” – no additional questions appear:

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Individual Participation

Does your agency have policies and/or procedures that address a person’s request to control their personal information?*

Yes No

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If you answer “Yes” – an additional checklist appears:

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Individual Participation

Does your agency have policies and/or procedures that address a person’s request to control their personal information?*

Yes No

Which types of requests do the policies and/or procedures address? (Check all that apply)*

- Requests to access or receive information
- Requests to correct information
- Requests to delete information
- Requests for information to be shared or sent to another person
- Requests for a restriction in how information is used or shared
- Other:

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Accountability Section:

All questions are checkboxes that don't create additional questions, except "Yes/No" question highlighted. If you select "No" – No additional questions appear.

Accountability

Has your agency experienced any data incidents in the past year? An incident occurs when there is an unauthorized use or disclosure, regardless of whether it rises to the level of requiring notification. (Check all that apply)*

- We are not aware of any data incidents in the past year
- We experienced one or more data incidents which did not rise to the level of a breach that required notification
- We experienced one or more data incidents which required breach notification

In the past year, have third parties your agency shares data with experienced any data incidents that involved agency data? (Check all that apply)*

- We are not aware of any data incidents in the past year
- Third parties experienced one or more data incidents that involved agency data but did not rise to the level of a breach that required notification
- Third parties experienced one or more data incidents involving agency data that required breach notification

What controls does your agency have in place to identify and respond to data incidents? (Check all that apply)*

- A designated person or persons to make breach determinations
- Specific data breach procedures that identify roles and responsibilities
- Data breach procedures that identify roles and responsibilities, within a more general incident response plan
- Agency policies that require staff to report potential breaches
- Staff are trained on incident reporting responsibilities
- Data breach assessment templates or tools to document and guide breach determinations
- System monitoring or automated alerts
- Insurance that covers data breach response, such as notifications, credit monitoring, and legal counsel
- Other:

Is your agency subject to data breach notification requirements other than RCW 42.56.590?*

- Yes No

See [RCW 42.56.590](#) (Washington's data breach notification law)

What type of security protections does your agency have in place to protect the privacy of personal information? (Check all that apply)*

- Physical safeguards (e.g., key card access)
- Technical safeguards (e.g., encryption)
- Administrative safeguards (e.g., policies and procedures)
- Other:

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If you select “Yes” – An additional text box appears.

Is your agency subject to data breach notification requirements other than RCW 42.56.590?*

Yes No

See [RCW 42.56.590](#) (Washington's data breach notification law)

Please list or briefly describe other data breach notification requirements you must comply with (e.g. HIPAA, SSA, GLBA, etc.)*

Data Sharing Section:

All questions are checkboxes that don't create additional questions, except "Yes/No" question highlighted. If you select "No" – No additional questions appear.

Data sharing, third party management, and data publishing

Who does your agency share personal information with? (Check all that apply)*

- Other state and local agencies
- Federal agencies
- Law enforcement (as part of our data sharing relationship)
- Law enforcement (on ad hoc basis, as required)
- Researchers
- Vendors working on agency's behalf
- Data brokers
- Service providers (e.g., health care provider)
- Other:

Does your agency sell personal information?*

- Yes No Not sure

How are requests to establish new data sharing relationships vetted? (Check all that apply)*

- Individuals make decisions based on program needs
- Individuals make decisions pursuant to established policies
- Only designated individuals can approve data sharing
- There is a review process to ensure contracting, privacy, and security are considered before establishing new data sharing relationship
- The agency has a formal committee to approve data sharing requests
- Other:

Which elements are part of your agency's data sharing agreements? (Check all that apply)*

- Confidentiality terms and conditions
- Notice of data breaches
- Notice of data incidents, regardless of whether they are a breach that requires notification
- Data security requirements
- Attestation of appropriate privacy and security practices
- Data security audits
- Data use audits
- Permissible uses
- Data breach insurance coverage
- Nondisclosure or confidentiality agreements
- Training for people who will have access to data
- Other:

Does your agency have standards or processes to minimize the risk of re-identification when information is publicly disclosed? (Check all that apply)*

- De-identification standards
- Small numbers standard
- Privacy review of published data
- Other:

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If you select “Yes” or “Not Sure” an additional text box appears:

Does your agency sell personal information?*

- Yes No Not sure

Explain what data your agency sells. List authorizing statute(s).*

Data inventory, retention, and destruction Section:

This section does not change based on your answers.

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Data inventory, retention, and destruction

Has your agency completed data mapping or an inventory of agency systems and applications, including the types of personal information included?*

Yes
 No
 We are in the process of completing one
 Other:

Has your agency completed data mapping or an inventory that includes data or information stored outside of systems and applications?*

Yes
 No
 We are in the process of completing one
 Other:

When was your last records inventory?*

Within the past year
 Within the past 2 years
 Within the past 5 years
 Unsure
 Other:

See [RCW 40.14.040](#)

How does your agency delete data? (Check all that apply)*

Our records officer is responsible for deleting old data
 Programs or work units are responsible for deleting data according to retention schedules
 We use automated tools to delete old data
 We rarely delete old data

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Future Planning Section:

This section does not change based on your answers.

Future Planning

How important is privacy for your agency this year?

1

Rate this on a scale of 1-10 with 10 being essential to the agency strategic plan, and 1 being not relevant for the coming year

Over the last two years, has the importance of strong privacy protections for your agency:*

- Increased
- Decreased
- Stayed about the same

What privacy tasks is your agency planning to work on in the next year? (Check all that apply)*

- Review and/or update privacy policies
- Update or create privacy training
- Review and/or update privacy notices
- Review and/or update data sharing agreements
- Create or update data map or inventory
- Other:

What developments or projects most improved your agency's privacy posture in the past year?

What resources would benefit your privacy work in the coming year?

What training topics would be the most helpful to your agency?

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Conclusion Section:

The extra check box to submit must be checked to submit the survey.

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Conclusion

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