

## Draft Data Protection Policy

The City of Gainesville works to deliver a safe, livable, and well-run municipal government. Our vision is for all the neighbors of City of Gainesville to have access to safe and affordable municipal services that treat everyone with dignity and support vibrant, inclusive communities. As we work to achieve our responsibilities of health, safety, and welfare, we also have a responsibility to protect individual privacy and promote municipal services free from discrimination and the exploitation of personal data.

These principles are designed to process the data minimally necessary for our stated goals and to apply strong privacy protections and security protocols.

The City of Gainesville requires that parties under contract or agreement with the City of Gainesville to comply with these principles. . A copy of this policy shall be attached to and incorporated in all agreements with the City of Gainesville. This policy creates a consistent standard for the transfer, use, and protection of data obtained by the City of Gainesville and from parties under contract with the City;

City of Gainesville will apply the following data protection standards to all governmental data<sup>1</sup> collected, stored or used:

- 1) Data minimization: City of Gainesville (inclusive of parties under contract) will collect or obtain data solely to meet the specific operational and safety needs of City of Gainesville objectives.
  - a. Aggregation, obfuscation, de-identification, and destruction: Where possible, City of Gainesville (inclusive of parties under contract) will aggregate, de-identify, obfuscate, or destroy raw data where it is not needed, in accordance with Chapter 119, Florida Statutes.
  - b. Methodologies for aggregation, de-identification, and obfuscation of data will rely on standards established or promulgated by City of Gainesville and will evolve over time as new methodologies emerge.
- 2) Access limitation: City of Gainesville will limit access to raw data to what is required for operational and regulatory needs as established by City Commission or Charter Officer.

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<sup>1</sup> Governmental data is defined as data which describes the operations of the City of Gainesville; electronic records which the City of Gainesville maintains to do its business; statistical information created or maintained by or on behalf of and the City of Gainesville that records a measurement, transaction, or determination related to the mission of the city..

- a. Law enforcement and other government or quasi-government agencies, whether local, state, or federal will not have access to personal data other than as required by law, such as a court order, subpoena, or other legal process. [TO BE CLEAR, THE CITY OF GAINESVILLE WILL MAKE NO DATA AVAILABLE TO LAW ENFORCEMENT AGENCIES THAT IS NOT ALREADY AVAILABLE TO LAW ENFORCEMENT AGENCIES.]
  - b. Similarly, City of Gainesville will prohibit any contractor or other third-party access or use of data for non-municipal purposes without the consent of the City Commission.
- 3) Data categorization: City of Gainesville designates data as subject to disclosure subject to the exemptions contained within Section 119.071, Florida Statutes.
- 4) Security: The City of Gainesville and any third parties conducting work will enact appropriate administrative, physical, and technical safeguards to properly secure and assure the integrity of data, being consistent with NIST recommended policies and best practices on data management in accordance with data type collected. Additional security may be required for specific data collection in conformity with GSI-SL (General Records Schedule GS1-SL for State and Local Government Agencies). The City of Gainesville and any third party entrusted with data will conduct ongoing security testing in various forms to audit and improve security protections, consistent with the City of Gainesville's information technology policies and practices.
- 5) Transparency for the public: The City of Gainesville has adopted an Open Data Policy (Resolution 180445) to promote transparency and may share data with the public through an Open Data Portal to increase transparency, accountability and customer service and to empower companies, individuals, and non-profit organizations with the ability to harness a vast array of useful information to improve life in our municipality. The City of Gainesville will publish a list of the data types collected and the length of time that data is retained.