



Electronic Data Security Policy

In addition to complying with the County's Computer Security – end user policy, found in Tab 16 pages 26-30 of the County personnel manual, StanCERA augment that policy with the following policy:

StanCERA member data is considered the Property of StanCERA and subject to all implied property rights. It may not be shared, distributed, published, disposed of, or otherwise released without explicit direction of the StanCERA Executive Director

1. Electronic member data

All electronic member data will reside in the Tyler database
Access to member data is limited to authorized StanCERA staff
Modification of member data may only be done by authorized StanCERA staff
Any data extracted will be limited, secure and temporary

At times member data must be extracted and shared. Some examples are; actuarial valuations, yearly audits, death audits, and state and federal reporting and authorized Public Records Act requests. Secure procedures are in place for all these processes that include password security, data encryption and/or secure file transfer protocol (SFTP). Excluding these required functions, identifiable member data will not be transported off StanCERA premises. Identifiable member data is considered to be any data that includes SSN, birth date, name or address.

Electronic identifiable member data will not be:

- attached to emails for sharing or distribution outside of StanCERA
- saved to any transportable media including flash drives and CDs or other external storage device.
- saved to any Laptop or portable computer

Extracted member data will only be stored on the StanCERA network drives. Temporary storage on desktop PCs should be cleared daily or at the end of the project/assignment.

Any deviation of the policy requires prior written authorization of the Executive Director or his/her designee with notification to the Board of Retirement.

2. PERA Application Security

Access authorizations will be reviewed and verified quarterly

3. Consequences

An employee who violates this policy will be subject to the appropriate disciplinary action, which may include suspension, demotion or termination from County employment. Additionally an employee may be subject to civil, and/or criminal prosecution.

A vendor who violates this policy may be subject to termination of relations with StanCERA. Additionally vendors may be subject to civil, and/or criminal prosecution.



Policy Review

This Board shall review this policy at least every three years.

Policy History

Adopted by the Retirement Board on January 28, 2011

Amended May 23, 2017

Reviewed and amended by the Board of Retirement

A handwritten signature in blue ink, appearing to read "Rick Santos".

Rick Santos , Executive Director

Approved Date: 5/23/17