

City of Keiser: Privacy and Documentation Policy

Effective Date: November 20, 2023

1. Introduction

The City of Keiser, Arkansas (referred to as "the City" or "we") is committed to protecting the privacy of its residents, employees, and stakeholders and ensuring the responsible handling of sensitive information. This Privacy and Documentation Policy outlines our practices for collecting, using, and safeguarding personal information and documents. It also describes our commitment to transparency and accountability in compliance with applicable privacy laws and regulations.

2. Scope

This policy applies to all City employees, contractors, volunteers, and third-party entities that handle personal information and documents on behalf of the City. It covers information collected, processed, stored, and shared by the City during its various functions, services, and operations.

3. Personal Information Collection and Use

The City may collect and use personal information for legitimate purposes, including but not limited to:

- a. Providing municipal services and benefits to residents.
- b. Managing human resources and employee information.
- c. Administering public safety programs.
- d. Complying with legal obligations and regulatory requirements.
- e. Responding to public inquiries and requests.
- f. Facilitating public engagement and communication.

The City shall only collect personal information that is relevant, necessary, and lawful for these purposes and will obtain consent when required.

4. Documentation and Record Keeping

The City maintains documentation and records related to its operations, decision-making processes, and interactions with the public. These records may include, but are not limited to, meeting minutes, financial reports, emails, contracts, and personnel records.

- a. Retention: The City will establish and adhere to retention schedules for different types of records in accordance with applicable laws and regulations. Records will be retained for the necessary duration to fulfill their intended purpose and then properly disposed of or archived.
- b. Access: Access to City records will be limited to authorized personnel who require such access for official duties. Access controls and authentication measures will be in place to safeguard records.
- c. Disclosure: The City may disclose records in compliance with applicable laws and regulations. Requests for public records under the Arkansas Freedom of Information Act will be processed promptly, subject to legal limitations.

5. Data Security and Confidentiality

The City will implement reasonable security measures to protect personal information and documents from unauthorized access, disclosure, alteration, or destruction. These measures may include encryption, access controls, secure storage, and employee training on data security best practices.

6. Accountability and Compliance

The City of Keiser, Arkansas is committed to complying with all relevant federal, state, and local privacy laws and regulations, including but not limited to the Arkansas Freedom of Information Act and the Health Insurance Portability and Accountability Act (HIPAA).

a. Data Protection Officer: The City Mayor will serve as the Data Protection Officer (DPO) responsible for overseeing privacy compliance and handling data protection inquiries and concerns.

b. Training: All City employees and relevant third parties will receive privacy and data protection training to ensure awareness and compliance.

c. Auditing and Monitoring: Periodic audits and assessments of data handling practices will be conducted to identify and rectify compliance gaps.

7. Consent

When required, the City will obtain informed consent from individuals before collecting or using their personal information for specific purposes. Consent will be voluntary, clear, and documented.

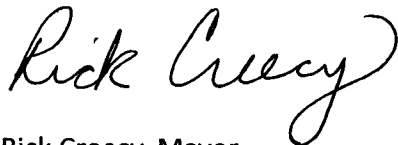
8. Changes to Policy

The City may update this Privacy and Documentation Policy to reflect changes in its practices or legal requirements. Any updates will be communicated through appropriate channels, and the revised policy will be made available to the public.

9. Contact Information

For inquiries, requests, or concerns regarding privacy and documentation practices please contact City Hall.

Approved by:



Rick Creecy, Mayor

Date: 12/01/2023