

Policy Area	IT Policy Library
Approved Date	February 11, 2019
Approved By	Policy Committee
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Current Version	1.0

I. OVERVIEW

ZSoft Technologies, Inc. may collect Personal Information from individuals and will collect Personal Information about Staff for various purposes, primarily relating to establishing and managing the employment or other work relationship between ZSoft Technologies, Inc. and its human resources. ZSoft Technologies, Inc. may also collect Personal Information from other sources including previous employers, work associates, personal references or other third parties to whom the Staff member has given permission to disclose the information.

ZSoft Technologies, Inc. shall identify the purposes for which Personal Information is collected at or before the time the information is collected.

II. PURPOSE

ZSoft Technologies, Inc. has a responsibility to inform Staff of the policies and practices for the management of Personal Information and will make these policies and practices understandable and easily available.

III. SCOPE

Consent requirements may vary depending upon circumstances and upon the type of Personal Information that ZSoft Technologies, Inc. intends to collect, use, or disclose. When determining whether a consent is required, ZSoft Technologies, Inc. will take into account the type of Personal Information collected, the sensitivity of the Personal Information, and the purposes for which ZSoft Technologies, Inc. will use the information. If consent is required, ZSoft Technologies, Inc. will determine the form of consent that is appropriate. Consent may be expressed, implied or deemed and may be obtained in person, by phone, by fax, by mail, e-mail, or via the Internet. Subject to our legal rights and obligations, ZSoft Technologies, Inc. shall seek consent to collect, use or disclose Personal Information for a new purpose.

IV. POLICY

A. INDIVIDUAL PRIVACY RIGHTS

Individuals (non-Staff) shall be permitted to take an active role in monitoring and protecting their Personal Information. An individual's privacy rights are grouped into the following major categories:

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- Right to Know. ZSoft Technologies, Inc. shall inform individuals of the intent to collect Personal Information, the right to know what Personal Information is being or has been collected, where the data originated, how it will be used, and with whom it will be shared.
- Right to Consent. ZSoft Technologies, Inc. shall require the individual's opt-in consent for the use, disclosure, or access to the individual's Personal Information. The individual may revoke consent at any time.
- Right to Prevent. ZSoft Technologies, Inc. shall inform individuals of the right to prevent ZSoft Technologies, Inc. from sharing their Personal Information with third parties.
- Right to Request. ZSoft Technologies, Inc. shall inform individuals of the right to request a copy of their Personal Information on file.
- Right to Deletion. ZSoft Technologies, Inc. shall inform individuals of their right to request ZSoft Technologies, Inc. remove Personal Information on file.
- Right to Pricing. ZSoft Technologies, Inc. shall inform individuals that our organization is prohibited from charging an individual a different price, or refusing service, even if the Individual exercised their privacy rights.

B. STAFF PRIVACY RIGHTS

ZSoft Technologies, Inc. Staff shall be informed of our intent to collect Personal Information, the right to know what Personal Information is being collected, where the data originated, how it will be used, and with whom it will be shared.

ZSoft Technologies, Inc. will compile and may disclose certain information about Staff to a limited number of third parties and those we are obliged to do so by law in order to administer staffing, compensation, benefits, and similar programs. ZSoft Technologies, Inc. may disclose Personal Information about its Staff in the context of providing references regarding current or former employees in response to requests from prospective employers.

Although ZSoft Technologies, Inc. will protect and limit the use of Personal Information about Staff that is disclosed to third parties, ZSoft Technologies, Inc. is not responsible for the subsequent uses or disclosure of the subject Personal Information by the third-party recipient such as government agencies.

C. PRIVACY CONTROLS

Disclosure. ZSoft Technologies, Inc. shall, at or before collection, disclose to individuals or Staff:

- The categories of Personal Information to be collected and the purpose of collecting such information
- The categories of sources from which the Personal Information is collected
- The specific pieces of Personal Information the organization has collected
- The categories of Personal Information that may be shared and the purpose for sharing such information
- The categories of third parties with whom the Personal Information may be shared
- A list of categories of Personal Information shared in the preceding 12 months
- Whether third parties may collect Personal Information from different sources
- A description of the process for individuals and Staff to review and request changes to their Personal Information
- One or more designated methods for submitting verifiable requests

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- The process through which the organization notifies the individual or Staff of material changes to the notice
- The effective date of the notice

Accuracy. ZSoft Technologies, Inc. shall take appropriate steps to ensure that Personal Information is accurate, complete, and up-to-date to minimize the possibility that inaccurate Personal Information is used.

Purpose. ZSoft Technologies, Inc. shall not use or disclose Personal Information for purposes other than those for which it was collected, except with the consent of the individual or if the use or disclosure is authorized by law.

Sharing. Personal Information collected in one business unit of ZSoft Technologies, Inc. may be shared with other business units of ZSoft Technologies, Inc. for the specifically identified purpose.

Requests. Subject to ZSoft Technologies, Inc.'s legal rights and obligations, ZSoft Technologies, Inc. shall, upon receipt of a written request, inform the individual or Staff member of the existence, use and disclosure (including names and addresses of third parties) of his or her Personal Information over the past 12 months, and shall, subject to reasonable limitations, permit access to that information. ZSoft Technologies, Inc. shall respond to a request to access Personal Information within a reasonable time and no later than 45 days. Such requests shall be processed free of charge to the individual or Staff member.

Modifications. Subject to ZSoft Technologies, Inc.'s legal rights and obligations, ZSoft Technologies, Inc. shall, upon receipt of a valid written request that demonstrates Personal Information is not accurate or complete, update the Personal Information as appropriate.

Opting out. ZSoft Technologies, Inc. shall refrain from asking for opting in consent for 12 months from the date an individual opts out. Individual opting out requests shall only be used for opting out and shall not be used for other purposes.

Age. ZSoft Technologies, Inc. shall not sell or rent the Personal Information of an individual under 16 years of age unless affirmatively authorized by the individual, age 13 to 16, or by a parent for individuals under the age of 13.

Web site. ZSoft Technologies, Inc.'s Web Site Privacy Policy shall include individual privacy rights and considerations.

D. SECURITY CONTROLS

Risk management. The risk assessment, risk analysis, and risk treatment plan shall consider privacy related threats and controls to treat risks.

Practices. ZSoft Technologies, Inc. shall provide adequate safeguard practices to ensure the security of Personal Information, protect the Personal Information against loss or theft, and safeguard the Personal Information from unauthorized access, disclosure, copying, use or modification. Personal information shall be protected from electronic threats by the use of firewalls, intrusion detection, anti-virus, anti-spyware, passwords, and related security mechanisms.

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Access. Only ZSoft Technologies, Inc. Staff with a business need to know, or whose duties reasonably so require, shall be granted access to Personal Information.

Minimum necessary. The collection of Personal Information shall be limited to the amount and type of information specifically required for an identified purpose.

Retention. Personal information shall only be kept only as long as necessary to satisfy the specified purpose. Files containing Personal Information are business records and, as such, the property of ZSoft Technologies, Inc.

Physical security. Personal Information shall be stored in an access-controlled facility.

Monitoring. Monitoring and logging processes shall be used to ensure security controls and safeguards are operating as planned. Logs and alerts should be continuously monitored with appropriate action taken.

V. ENFORCEMENT

Any Staff found to have violated this policy may be subject to disciplinary action, up to and including termination.

VI. DISTRIBUTION

This policy is to be distributed to all ZSoft Technologies, Inc. Staff.

Policy History

Version	Date	Description	Approved By
1.0	2/11/2019	Initial policy release	K. Thompson

References:

COBIT EDM01.01, EDM03.02, APO01.11, APO13.07, APO14.01-02, APO14.07, APO14.10
GDPR Article 24, 25, 32
HIPAA 164.308(a)(1)(ii)(B), 164.502(b)(1), ARRA 13404(b), ARRA 13405(a)
ISO 27001:2013 A.9.1.1, A.9.2.2, A.18.1.3-4
NIST SP 800-37 3.2, 3.4, 3.7
NIST SP 800-53 AC-3-4, AC-6, AC-21, AC-23, AU-9-10, Appendix F, Table F-1
NIST Cybersecurity Framework ID.AM-5, ID.GV-3, ID.RM-1, PR.AC-1-4, PR.AC-6, DE.DP-2
PCI 8.6, 9.1-4, 9.9