



Agenda
Civic Information Systems Commission
September 12, 2019
7 to 9 p.m.
Village Hall – Room 102

1. Call to Order
2. Roll Call
3. Agenda Approval
4. Review/Approval of Minutes
 - a. 8/8/19
5. Old Business
 - a. Cable Contract Updates
 - b. Core Systems Update
6. New Business
 - a. Core Data Maintenance and Privacy Principles
 - b. 2020 Work Plan Adoption
7. Public Comment
8. Adjourn

Next Scheduled Meeting: Thursday, October 10, 2019

If you require assistance to participate in any Village program or activity, contact the ADA Coordinator at 708.358.5430 or email adacoordinator@oak-park.us at least 48 hours before the scheduled meeting.



Civic Information Systems Commission
September 12, 2019

Agenda Item Title

A motion to approve the following data privacy principles and guidelines, pertaining to Oak Park resident and stakeholder data collection and maintenance, as formulated by the Civic Information Systems Commission.

Overview

The Village of Oak Park collects personal information from the public so that we can provide many important services, including community and critical infrastructure protection, 911 call response, waste management, electricity delivery and other services. While privacy laws protect some personal information, the information we collect becomes a government record that others can ask to see through public records requests. And while certain personally identifiable information is redacted when provided, it is important for you to know when and how your personal information is collected, how we use it, how we disclose it and how long we keep it.

Principle Points:

1. **We value your privacy.** Safeguarding your personal information is our primary goal. We identify the purpose and consider potential risks to your privacy and the public's well-being before collecting, using and disclosing your personal information.
2. **We never sell your personal information.** Any personal data we collect is used only to deliver Village services. Your personal data is never for sale.
3. **We collect and keep only what we need.** We only collect information that we need to deliver Village services and keep it only to deliver those services and only for as long as we are legally required. Whenever possible, we tell you when we are collecting this information.
4. **How we use your information.** When possible, we make available information about the ways we use your personal information at the time we collect it. We commit to giving you a choice whenever possible about how we use your information.
5. **We are accountable.** We are responsible for managing your personal information in a manner that is consistent with our commitments and as required by law. We protect your personal information by restricting access to those with a valid need to use the data for its intended purpose, and by securing our computing resources from threats.
6. **How we share your information.** We follow federal and state laws about information disclosure whenever we work with outside governmental agencies and in answering Public Disclosure Requests (PDRs). Business partners, other governmental agencies, and contracted vendors who receive or collect personal information from us or for us to deliver Village services must agree to our privacy requirements.

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