**Grand River Dam Authority**

**Personally Identifiable Data**

As required by Tile 74 of the Oklahoma Statutes, Section 3106.4, the following information discloses how the Grand River Dam Authority (GRDA) collects, stores and shares personally identifiable data. "Personally identifiable data" is defined as “information which can identify an individual including, but not limited to, name, birth date, place of birth, mother's maiden name, biometric records, Social Security number, official state- or government-issued driver license or identification number, alien registration number, government passport number, employer or taxpayer identification number or any other information that is linked or linkable to an individual, such as medical, educational, financial or employment information.”

***What personal information does GRDA collect?***

GRDA collects personally identifiable data only when needed and required for employment purposes, agency programs, and when required by law or regulation.

**Situations in which GRDA may or will need to collect personally identifiable data are:**

\* Employment Applications/Personnel Files

\* Open Records Requests

\* Applications for Permits or Licenses issued by GRDA

\* Property Transactions or Acquisition transactions

\* Litigation/ Dispute Resolution and/or Settlement Agreements

\* To meet Contracts and Bidding requirements

***How is this information stored?***

This information is stored on the agency’s secured servers or in secured locations if in paper form.

***With whom does GRDA share this personal information?***

GRDA employees and agents under contract with GRDA to perform specific services will be granted access to personal identifiable data **ONLY** when it is needed to perform their job-related functions or tasks for the Agency. Only those GRDA employees and/or agents who need to have access to that data will be granted access. All GRDA employees are instructed and trained to keep personal identifiable data confidential they use or have access to confidential.

GRDA shares Personal Identifiable Data outside of the agency with other state agencies, political subdivisions of the State, the federal government, and when requested by the public **ONLY** when required by law or regulation. All requests for documentation containing personal identifiers are redacted as needed and required by law to prevent dissemination of personal identifiable data outside of the Agency.