

Security of Confidential Information

Information Security

As we move further into the information age, it is imperative that we are all continually vigilant regarding information security and address any risk **immediately**.

As licensees of the Department of Motor Vehicles, you are responsible for personal information belonging to many Californians. The department and your customers trust you to ensure that all personal information submitted to you on behalf of or relating to DMV remains absolutely private and accessible **ONLY** to authorized users.

Procedures

You and your employees are responsible for adhering to federal and state information security laws and regulations in recognition of the harm and injury that can result if sensitive information is improperly disclosed or lost. This responsibility is paramount.

Please take precautions to maintain the secrecy of any password and protect your computer equipment from unauthorized access. Ensure that all physical documents containing sensitive information are maintained in a secured/locked environment.

Distribution

Notification that this memo is available online at www.dmv.ca.gov/pubs/olin/olin.htm was made via e-mail alert in June 2006 to the following:

- ATV Safety Training Organizations
- Driving School Owners, Operators, and Instructors
- Traffic Violator School Owners, Operators, and Instructors

Contact

Call the DMV Customer Communications Section at (916) 657-6560 for further clarification of this memo. Upon request, this document can be produced in Braille or large print.



MARY GARCIA, Chief
Occupational Licensing