



State of Illinois
Department of Innovation & Technology
Enterprise Information Security Policy
Privacy: Use Limitation



1. OVERVIEW

The State of Illinois Department of Innovation & Technology (DoIT) ensures that the Personally Identifiable Information (PII) that it collects is only used in a manner that is compatible with the specific purposes for which it was collected, or as permitted by law. Unless otherwise specified, capitalized terms contained herein shall have the meaning assigned to them in the Terminology Glossary.

2. GOAL

The goal of this Policy is to ensure that PII collected by the State of Illinois is only used for the intended, authorized purpose(s).

3. SCOPE

This Policy applies to Employees of DoIT and other State of Illinois agencies, boards, and commissions that have been identified as client agencies of DoIT through executive order, legislation, or inter-governmental agreement (Client Agencies).

4. REQUIREMENTS

DoIT and/or its Client Agencies will incorporate the below defined information security controls for all Information Systems. Any reference to "Agency" shall include both DoIT and Client Agencies.

4.1 Internal Use

4.1.1 Agency shall use PII internally only in the following manners: (i) for the authorized purpose(s) identified in federal and state laws and regulations; (ii) as described in the Agency's notice(s); and/or (iii) for a purpose compatible with the purposes in 4.1.1(i) and 4.1.1(ii).

4.2 Information Sharing with Third Parties

4.2.1 Agency shall share PII externally only in the following manners: (i) for the authorized purposes identified in federal and state laws and regulations; (ii) as described in the Agency's notice(s); and/or (iii) for a purpose compatible with the purposes in 4.2.1(i) and 4.2.1(ii).

4.2.2 Where appropriate, Agency shall enter into agreements with third parties that specifically describe the PII covered and specifically enumerate the purposes for which the PII may be used.

4.2.3 Agency shall monitor, audit, and train staff on the authorized sharing of PII with third parties and on the consequences of unauthorized use or sharing of PII.

4.2.4 Agency shall evaluate any proposed new instances of sharing PII with third parties to assess whether the sharing is authorized and whether additional or new public notice is required.

5. POLICY COMPLIANCE

In order to implement this Policy, the DoIT Division of Information Security establishes supplemental policies, standards, procedures, and guidelines and designates responsibility to specific personnel. To the extent



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necessary, each Client Agency and/or DoIT Division must establish procedures in order to achieve Policy compliance. It is the responsibility of Employees to understand and adhere to this Policy.

Failure to comply with this Policy may result in the Chief Information Security Officer temporarily discontinuing or suspending the operation of the Information System, solution, and/or resource until such compliance is established as deemed solely by the Chief Information Security Officer. Failure to comply with this Policy could also result in the loss of access to State of Illinois Information Technology (IT) Resources and/or discipline, up to and including discharge.

6. RELATED POLICIES, STANDARDS, AND GUIDELINES

DoIT Supplemental Information Security Policies:

- (1) Criminal Justice Information Security
- (2) Federal Tax Information Security
- (3) Payment Card Data Protection
- (4) Protected Health Information Security

Revision history and approvals are reflected in ServiceNow.