



City of Seattle

Seattle Department of Human Resources

Bobby Humes, Director

**This notice is for your information only.
No action is required.**

What you should know about our protection of your data

Protecting the personal information of individuals eligible to participate in City of Seattle sponsored benefit plans and programs is a priority for the Benefits and Deferred Compensation Units of the Seattle Department of Human Resources (SDHR). SDHR is compliant with the City of Seattle Privacy Policy. The Benefits and Deferred Compensation Units and our contracted vendors collect, retain and use personal information about City employees, retirees and their covered dependents for the purpose of offering and providing benefits, services and programs.

This notice outlines how SDHR handles the personal information of employees and retirees and their dependents for whom we administer benefits. It is only informational; no action is required. If you have questions regarding this notice, please email the Benefits Unit at benefits.unit@seattle.gov.

What type of information is collected and stored?

The types of information SDHR may collect to administer the City's Benefit and Deferred Compensation plans and programs include identifying information such as name, address, date of birth, gender, email addresses, mailing addresses, social security number and employee ID. This data is stored in the City's Human Resource Information System (HRIS) and some personnel files. It may be gathered through information the employee provided upon hire, information the employee provided in Employee Self Service (ESS), and information about the employee's benefits elections.

Contracted vendors may collect additional metadata and data voluntarily provided by users from user accounts housed on their own platforms to personalize programs and services or provide aggregate utilization reporting. The City of Seattle does not receive individual personal health information from program vendors.



What information is disclosed and how is it used?

The SDHR Benefits and Deferred Compensation Units may share nonpublic personal information about eligible employees, retirees and covered dependents with contracted vendors and service providers. In doing so, we comply with state and federal laws and follow information security practices to protect both physically and electronically stored and transmitted data.

Contracted vendors may use the nonpublic personal information provided by SDHR, such as mailing addresses, email addresses or phone number to communicate changes, to provide program or service information or perform outreach with the expressed written approval from SDHR. Contracted vendors generally include third party plan administrators, insurance carriers, program administrators, consultants, technology companies and data analytics companies. A current list of contracted Benefit and Deferred Compensation vendors is available by contacting the SHA Benefits Team at hr-benefits@seattlehousing.org. Contracted vendors are prohibited from distributing the nonpublic personal information provided by SDHR to affiliated partners or other organizations that do not provide services within the contract.

Due to system limitations, employees, retirees and their covered dependents are not able to opt out of the personal data transmission to contracted vendors. Some vendors may offer participants the option of restricting the use of personal data or limit the use of addresses for communications and notifications on their platforms.

SDHR does not sell individual, personal or aggregate information to third parties for marketing purposes or for their own commercial use.

How do we safeguard your privacy?

We maintain physical, electronic and procedural safeguards to protect your personal information consistent with the Seattle Information Technology Privacy Program.

All Benefit and Deferred Compensation plan contracted vendors are contractually required to protect and secure the personal information of employees, retirees and covered dependents provided by SDHR and adhere to the City's procurement and Seattle Information Technology department contracted terms and conditions for data security.

In addition to the Seattle Information Technology Privacy Program, SDHR requires HIPAA Privacy and Security training for appropriate staff and follows best practices for protecting individuals' confidential information. Access to nonpublic personal data is restricted to only those employees who require access to administer benefit plans or programs.

SDHR may amend privacy practices or enter contracts with additional vendors as authorized by Seattle Municipal Code 4.50.010 (D) at any time. A list of all contracted vendors with whom the SDHR's Benefits Unit shares personal information is available by contacting the SHA Benefits Team at hr-benefits@seattlehousing.org.

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