## Operational Policy

<table>
<thead>
<tr>
<th>Policy title:</th>
<th>Minimum Necessary Standard for Releasing Personally Identifiable Information</th>
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<tbody>
<tr>
<td>Policy number:</td>
<td>DHS-100-004</td>
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<tr>
<td>Original date:</td>
<td>07/20/2009</td>
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<td>Last update:</td>
<td>03/06/2017</td>
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<tr>
<td>Approved:</td>
<td>Dr. Reginald Richardson</td>
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### Purpose
This policy is one of a series that describes Department of Human Services (DHS) requirements and expectations for the necessary collection, use, and disclosure of confidential information about individuals in order to provide services and benefits to individuals, while maintaining reasonable safeguards to protect the privacy of information.

### Description
This policy describes the responsibility of DHS staff to maintain the privacy of an individual’s personally identifiable information (PII) by using, disclosing or requesting only the minimum amount of information necessary to complete the task for which the information is being used, disclosed or requested.

### Applicability
This policy applies to all DHS staff including employees, volunteers, trainees and interns and agency contractors.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

### Policy
1. When using, disclosing or requesting PII, DHS shall use, disclose or request only the smallest amount of information needed to accomplish the goal of the request (minimum necessary standard) and only to the extent provided in federal and state statutes and rules, and agency policies.

2. The minimum necessary standard does not apply to:
   a. Disclosures made to the individual about the individual.
   b. Uses or disclosures authorized by the individual that are within the scope of the authorization.
   c. Uses or disclosures that are required by law.
References
OAR 407-014-0040

Forms referenced
MSC 2099 Authorization for Use and Disclosure of Individual Information

Related policies
DHS-100-002 Uses and Disclosures of Individual Information

Contact
Information Security and Privacy Office (ISPO)
Phone: 503-945-6812 (Security)
503-945-5780 (Privacy)
Fax: 503-947-5396
dhs.info.security@state.or.us
dhs.privacyhelp@state.or.us

U. S. Department of Health and Human Services, Office for Civil Rights
Medical Privacy, Complaint Division
200 Independence Avenue, SW
Washington, D.C. 20201
Toll free Phone: 877-696-6775
Phone: 866-627-7748
TTY: 886-788-4989
Email: OCRComplaint@hhs.gov

Policy history
Version 1 DHS 100-003 Established 7/12/2009
Version 2 DHS 100-003 03/06/2017

Keywords
Authorization, disclosures, minimum, necessary personally identifiable information, PII

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