

Pursuant HB 2618

Personally Identifiable Information ACT relating to state government websites of public bodies

(1) What Personally identifiable information, PII, is being stored;

Personal information collected by OCAST can be captured on applications for funding, award contracts, vendor agreements, Technology Based Financing Agreements and Seed Capital investment documents. This information can include: name, address Social Security number, vendor identification and tax ID number.

(2) How is Personal Identification Information being stored; and

All PII as well as all proprietary and confidential information is stored on secured offsite OMES servers. OCAST protects all personal information in accordance with State of Oklahoma Information Security policies, procedures, guidelines (as applicable) found at:

<https://www.ok.gov/cio/documents/InfoSecPPG.pdf>. This information is not subject to the Open Records Act per O.S.§74-5060.7 C.

Any information submitted to or compiled by the Oklahoma Center for the Advancement of Science and Technology with respect to the marketing plans, financial statements, trade secrets, research concepts, methods or products, or any other proprietary information of persons, firms, associations, partnerships, agencies, corporations, institutions of higher education, nonprofit research institutions or other entities shall be confidential, except to the extent that the person or entity which provided such information or which is the subject of such information consents to disclosure." "The meetings of the board of directors of the Oklahoma Center for the Advancement of Science and Technology shall be subject to the Open Meeting Act and the Open Records Act.

Administration & Finance has personal information (new hire, insurance and retirement) regarding each employee that is locked in a file cabinet. Some records such as W-2's, 1099's, FICA records, and vendor maintenance forms are stored on the server in a confidential folder.

(3) How is personally identifiable information shared by the agency;

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Personally Identifiable Information for investment funding is shared only with the appropriate Oklahoma Seed Capital Fund Investment Advisory Committee members. PII associated with R&D funding and student internship applications is only shared with peer evaluators (reviewers who grade and rank each application for potential funding) associated with a specific program. Committee members and evaluators are required to sign a nondisclosure agreement (NDA) prior to accessing any application information. New NDAs are signed by evaluators prior to each new R&D funding application cycle. OSCF Investment Advisory Committee members sign new NDAs annually.