

Privacy Policy

Purpose and Definitions. The purpose of this acknowledgement is to provide and inform users of the State of Oklahoma eProcurement System's policies and procedures of collection of their information, including personally identifiable information. By accepting this acknowledgement, you agree that you have read the following privacy policy and agree to the rights and obligations of you as the "individual" or "legal entity," as well as the obligations of the State of Oklahoma or contractors of the State.

"Personally Identifiable Information" means any information which can identify an individual or other legal entity including, but not limited to, name, birth date, place of birth, mother's maiden name, biometric records, Social Security number, official state- or government-issued driver license or identification number, alien registration number, government passport number, employer or taxpayer identification number or any other information that is linked or linkable to an individual, such as medical, educational, financial or employment information. For example, the IP or Internet Protocol numbers of devices used to visit Oklahoma.gov sites are noted for security purposes and as part of our statistical analysis on use of our websites so we may better design services and improve access to them. Personally identifiable information that is generally available under Oklahoma law may be posted for electronic access through Oklahoma government websites.

Personally Identifiable Information Collection

Individuals or other legal entities are not asked to routinely provide personally identifiable information to visit Oklahoma websites or to download information. State agencies may request personally identifiable information from you in order to provide requested specialized services, but such information is handled in

accordance with Oklahoma information technology security practices and the law. In this case, the State of Oklahoma is requesting that you provide certain personally identifiable information in order to conduct business with the State. This includes entering information for Supplier Registration, providing bid responses to solicitations through this portal, and registering with the State to receive payment from the State.

Use of Email Addresses

Email addresses obtained as a result of a request by the State will not be sold or given to private companies for marketing purposes. The information collected is subject to the access and confidentiality provisions of Oklahoma and federal law. Email or other information requests sent to the State website may be maintained in order to respond to the request, forward that request to the appropriate agency, communicate updates to the State page that may be of interest to individuals or other entities, or to provide the State with valuable customer feedback to assist in improving the site.

Data Security and Quality

The State of Oklahoma is committed to data security and the data quality of personally identifiable information that is either available from or collected by governmental websites, and has taken reasonable precautions to protect personally identifiable information from loss, misuse or alteration. Any third parties responsible for this information are committed to the same principles, and also are required by contract to follow the same policies and guidelines as the State of Oklahoma in protecting this information. Unless otherwise prohibited by state or federal law, rule or regulation, the individual or entity, for purposes of maintaining the quality of the data, may request a correction to personally identifiable information whether or not the information inaccuracy was accidental or by created unauthorized access.

Non-State Websites

Various Web sites may be linked through the State of Oklahoma eProcurement System. Visitors to those sites are advised to check the privacy statements of these sites and be cautious about providing personally identifiable information without a clear understanding of how the information will be used. These websites are not within our control and may not follow the same privacy, security, or accessibility policies.

Oklahoma Open Records Act (51 O.S., §§ 24A.1-24A.33)

Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information submitted to State are public records and subject to disclosure. Documents and information submitted as part of or in connection with a solicitation are public records and subject to disclosure after contract award pursuant to 51 O.S., § 24A.10 and OAC 260:115-3-9.

Standard under Oklahoma Open Records Act for Disclosure

The Oklahoma Open Records Act's purpose is "to ensure and facilitate the public's right of access to, and review of, government records so they may efficiently and intelligently exercise their inherent political power." 51 O.S. § 24A.2. Except where state or federal law provides for an exception, exemption or privilege, all records or information are subject to public disclosure. Those exceptions, exemptions or privileges are deemed by law to adequately protect privacy interests. *Id.*

As to documents and information submitted as part of or in connection with a solicitation, a public solicitation opening does not make the response immediately accessible to the public. All material submitted by a bidder becomes the property of the State. No portion of a response shall be considered confidential after award of a contract except, pursuant to 74 O.S. §85.5(J)(9), information in the response determined to be confidential by the State Purchasing Director or delegate. Typically, a properly submitted confidentiality claim of a potential awardee is reviewed and determined prior to award; a properly submitted confidentiality claim

of a non-awarded bidder is reviewed and determined only when responding to an open records request concerning the solicitation.