



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM HR24-2020

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Privacy Indicators

DATE: September 22, 2020

Introduction: As the Statewide Management travel System (STMS) goes live, it is appropriate to refresh everyone's recollection regarding privacy indicators in the People First system. There are four privacy indicators in People First.

1. The *sworn/certified* box should be checked only if an employee self-identifies as a current or former holder of a sworn/certified position in the areas of law enforcement, corrections, or firefighting.
2. The *restricted employee* box should be checked only if the employee self-identifies as a current or former holder of a position to which a statutory exemption applies, (most often ASAs or APDs).
3. The *restricted relative* box should be checked only if an employee self-identifies as the spouse or child of a person for whom a statutory exemption applies. **Note: Eligibility for this indicator may change in cases of divorce or dependency. This indicator does not automatically follow employees who move to other positions. It should be re-activated only if still valid.**
4. The *protected identity* box is checked only if any employee documents their legal right (substantiated in the form of a court-issued restraint order or other legal document) to have their home and work address information exempted from public record requests, due to special circumstances. **Note: Eligibility for this indicator may change in cases where the court order expires. This indicator does not automatically follow employees who move to other positions. It should be re-activated only if still valid.**

People First: Below is what the page looks like in People First with the privacy indicator options in red:

Personal Info [Edit]

Last Name	First Name	Middle Name	Effective Date	End Date
GALT	JOHN		06/05/2013	12/31/9999
			09/20/2012	06/04/2013
			05/01/2012	09/19/2012

Effective Date: 06/05/2013 End Date: 12/31/9999

Title: _____ First Name: JOHN

Middle Name: _____ Last Name: GALT

Suffix: 11 - JR Nickname: _____

Full Name: JOHN GALT JR Gender: 1 - Male

Date of Birth: 07-04-1945 SSN: 123-45-6789

Sworn/Certified
 Restricted Employee
 Restricted Relative
 Protected Identity
 Publish Nickname

law enforcement officer ASA/APD Judge's spouse Order of Protection holder

Definitions: JAC staff cannot assist you in ascertaining whether a selection is correct or not. Everything is driven by Chapter 119, F. S. For example, s. 119.071(4)(d)2.h. F.S., considers current or former human resource managers to fall into a protected group – but only if the person’s duties include hiring and firing employees. In other words, the categories of persons whose information is protected is defined by the statute rather than broad categories of status or title.

Data Elements: Another important point to keep in mind is that only the data elements that are specifically listed in the statute are the ones that are protected from disclosure. Below is a chart from People First that shows which data elements are considered exempt from public disclosure.

Exhibit 1 – Data Exempt From Public Records Law

The following data elements in the People First system must be redacted from public records requests for employees who are designated Sworn/Certified, Restricted Employee, Restricted Relative, or Protected Identity as specified in law. **Note: Social Security Numbers, driver’s license numbers, and medical information (including pre-tax deductions for DSGI sponsored plans) must be redacted for ALL State of Florida employees.**

	Privacy Indicator	Sworn / Certified	Restricted Employee	Restricted Relative	Protected Identity
	Data Elements				
P E R S O N A L	PERSONAL				
	Personal Information				
	Name			X	X
	SSN	X	X	X	X
	Driver’s License Number	X	X	X	X
	Pre-tax Deductions (DSGI)	X	X	X	X
	Medical Information	X	X	X	X
	Date of Birth	X	X	X	X
	Notification Email	X	X	X	X
	Employee Home Address				
	Street Address	X	X	X	X
	City, State, County, ZIP Code	X	X	X	X
	Country	X	X	X	X
	Mobile Phone/Alternate Phone	X	X	X	X
	Employee Mailing Address				
	Street Address	X	X	X	X
	City, State, County, ZIP Code	X	X	X	X
	Country	X	X	X	X
	Emergency Contact				
	Contact Name	X	X	X	X
	Street Address 1	X	X	X	X
	Street Address 2	X	X	X	X
	City, State, County, ZIP Code	X	X	X	X
Country	X	X	X	X	
Primary Phone/Mobile Phone	X	X	X	X	
Relationship	X	X	X	X	

	Privacy Indicator	Sworn / Certified	Restricted Employee	Restricted Relative	Protected Identity
	Data Elements				
W O R K R E L A T E D	WORK-RELATED				
	Work Location Address				
	Facility Number			X	X
	Address			X	X
	City, State, County, ZIP Code			X	X
	Campus Name			X	X
	Room			X	X
	411 Phone, Extension			X	X
	Cell			X	X
	Fax			X	X
	Alternate Phone, Extension			X	X
	Work Mailing Address				
	Address			X	X
	City, State, ZIP Code			X	X
	Mail Station			X	X
	Work Email Address			X	X

Other Agencies: Furthermore, other agencies, such as the Property Appraiser, Tax Collector, and Supervisor of Elections, have their own databases. A privacy indicator in People First does not “attach” to any other entity’s database.

Florida Has A Right to Know: Questions regarding the website “Florida Has a Right to Know” (FHARTK) continue to come up. Whether the information shows up in FHARTK is based on the employee’s privacy indicators in People First. Only the Protected Employee or Restrictive Relative privacy indicators will keep the employee from being presented in FHARTK. Again, this is due to the specific wording of the statute.

Requesting a Report: Upon request, JAC can run a report that will show which privacy indicators are checked in People First for your employees. However, JAC staff does not have the capability to “uncheck” boxes for you. Instead, we will need a spreadsheet with each employee’s name, appointment ID, position number, and which boxes should be unchecked.

Thank you.