

# TSET Personally Identifiable Data Collection Disclosure

*Pursuant to Title 74 O.S. § 3106.4*

The Oklahoma Tobacco Settlement Endowment Trust (TSET), as a public body, collects and stores the following personally identifiable data in the following manner:

**1. What personally identifiable data is being stored?**

Employee Data

**2. How is the personally identifiable data stored?**

Personally identifiable data is stored in a variety of ways, both electronic and paper form, and in compliance with HIPAA rules and regulations. TSET protects all personal information in accordance with State of Oklahoma [Information Security Policy, Procedures, Guidelines](#) (as applicable).

All data retention is managed in conjunction with the Oklahoma State Department of Libraries, according to its Records Retention Schedule, under the Records Management Act Title 67 O.S. § 201, et seq, with the guidance and authority of the state Archives and Record Commission, pursuant to Title 67 O.S. § 305, et seq, and applicable Federal Law.

**3. Who does the public body share the personally identifiable data?**

TSET does not share personally identifiable data publicly.

TSET limits access to personally identifiable data to the minimum necessary staff. TSET only shares personally identifiable information with others as required or in accordance with the law.