



COUNTY OF MERRIMACK

Human Services



163 N Main Street, Suite 102
Concord, NH 03301

Tel: (603)225-5445
Fax: (603)226-4690

Merrimack County Advocacy Center

Breach of Personally Identifiable Information (PII) Procedure

Personally Identifiable Information (PII) is defined as is any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. Information that standing alone is not generally considered personally identifiable, because many people share the same trait, consistent with the Department of Justice

PII is kept in client files and NCATrak Database system at the Merrimack County Advocacy Center. In the event of an actual or imminent breach of information the following shall take place within 24 Hours:

1. Notification to Human Services Director
2. Human Services Director will notify the County Administrator and/or Human Resources Director.
3. Human Services Director will notify NH Attorney General's Office, Grants Division or local OJP Program Manager.

The notifications shall include information in possible breach and actions taken to respond to incident.