

## TRANSPORTING PHYSICAL PARTICIPANT FILES

### I. INTRODUCTION

The aim of this policy is to protect the privacy and security of participant information during the act of physically transporting files to ensure that agents of SDWP safeguard all confidential information while travelling from one facility/location to another during the course of their working day.

### II. REMOVAL OF FILES PROCEDURE

Files to be removed from the AJCC operators and subrecipient's office and taken to the field or other satellite/affiliate locations will be personally logged out with the supervisor using a File Sign Out Log. Logs will be maintained in the supervisor's office while the file(s) is/are in the field. Any files removed to the field must be returned to the office on the same day before close of business and logged back in by the employee and accepted as returned by the office supervisor. The office supervisor will maintain the master log of file removal and return activity.

### III. TRANSPORTATION OF FILES

Files and any sensitive documents, information, or equipment containing such information will be transported using secure containers (such as rolling luggage) and maintained under lock and key while out of the office. File carrying devices will be transported in the locked trunk of the personal vehicle used to arrive and depart from the field site. These files carrying devices will be locked at all times, except for the removal of needed files and equipment. All files and equipment will be securely maintained while in the field, in the employee's presence without exception. All files, sensitive information, and equipment will be returned to the main office on the same day before close of business. While transporting files no unnecessary and/or personal stops are allowable.

### IV. LOSS OF FILES

Loss of files MUST be immediately reported to the main office's supervisor and the San Diego Workforce Partnership Program Specialist as a security violation.