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STATE OF OKLAHOMA

**DISTRICT ATTORNEYS COUNCIL**

421 NW 13<sup>th</sup> Street, Suite 290 • Oklahoma City, Oklahoma 73103

EXECUTIVE 405-264-5000	FINANCE 405-264-5004	GRANTS 405-264-5008	VICTIMS 405-264-5006	IT 405-264-5002	TRAINING 405-264-5000	UVED 405-264-5010
<b>FAX</b> 405-264-5099	405-264-5099	405-264-5099	405-264-5097	405-264-5099	405-264-5099	405-264-5099

**PUBLIC NOTICE**

Pursuant to 74 O.S. § 3106.4, the District Attorneys Council provides notice of the following:

- The Finance Division staff at the District Attorneys Council collects personally identifiable data supplied by new employees, as part of the application process to be hired with the District Attorneys Council. This personally identifiable data is stored on a secure server contained at the District Attorneys Council. Personally identifiable data consists of the following for each employee: *name, social security number, date of birth and address.*
- The Finance Division staff at the District Attorneys Council shares only the *name, social security number, date of birth and address* with the Office of Management Enterprise Services (OMES). This personally identifiable information is required by OMES before an *employer identification number* can be assigned from OMES. An *employer identification number* is required to receive payment from the State of Oklahoma.
- The Finance Division staff at the District Attorneys Council shares *name, social security number, date of birth and address* with the Office of Management Enterprise Services (OMES) if a payment will be generated for an employee travel claimant through the State Treasurer's Office. For employees, the District Attorneys Council will only share the *name, address and employer identification number or social security number* with the Office of Management Enterprise Services (OMES) if payment will be generated for the employee through the State Treasurer's Office. This personally identifiable information is required by OMES before a Vendor ID Number can be assigned from OMES. A Vendor ID is required to receive payment from the State of Oklahoma.
- District Attorneys Council personnel with access to personally identifiable data stored on the servers at the District Attorneys Council are required to sign the [Non-disclosure of Confidential or Private Information Agreement](#).