Disclosure of the collection, storage and sharing of OKSFM Personally Identifiable Information pursuant to 74 O.S. § (2019) 3106.4(C)

A. Building Department
   i. OKSFM receives the following personally identifiable information from business owners and/or contractors seeking a building and for fire protection permit:
      a. contact name, title, address, phone number, email
      b. check or credit/debit card
   ii. The PII collected is stored by OKSFM in a manner consistent with the State’s security policy.
   iii. This information is generally not shared outside of OKSFM unless requested under the Open Records Act.

B. Life Safety Inspections
   i. OKSFM receives the following personally identifiable information from business owners seeking a life safety inspection:
      a. business name, address, phone number
      b. business contact name, phone number
      c. check or credit/debit card
   ii. The PII collected is stored by OKSFM in a manner consistent with the State’s security policy.
   iii. This information is generally not shared outside of OKSFM unless requested under the Open Records Act.

C. Fire Investigations
   i. OKSFM receives the following personally identifiable information from local, state, federal and/or tribal entities seeking a fire investigation:
      a. address of fire
      b. owner name, address, phone number
      c. injury/fatality name, date of birth, race, gender
   ii. The PII collected is stored by OKSFM in a manner consistent with the State’s security policy.
   iii. This information is generally not shared outside of OKSFM unless requested under the Open Records Act or subpoena.
D.  Fireworks Permits  
i.  OKSFM receives the following personally identifiable information from individuals and/or business owners seeking fireworks outdoor display or pyrotechnics before a proximate audience permits:  
   a.  applicant name, address, phone number  
   b.  display operator license number  
   c.  insurance carrier name, address, phone number  
   d.  fireworks manufacturer, distributor or wholesaler name, address, phone number, Oklahoma Tax Commission number  
   e.  sponsor name, address, phone number  
   f.  contact name, phone number  
   g.  operator name, phone number  
   h.  check or credit/debit card  

ii.  The PII collected is stored by OKSFM in a manner consistent with the State’s security policy.  

iii.  This information is generally not shared outside of OKSFM unless requested under the Open Records Act.  

E.  Fireworks Licenses  
i.  OKSFM receives the following personally identifiable information from business and individuals seeking firework distributor, fireworks wholesaler and fireworks outdoor display operator licenses:  
   a.  applicant name, date of birth, age, gender, address, phone number  
   b.  federal employer identification number (if applicable)  
   c.  business address  

ii.  The PII collected is stored by OKSFM in a manner consistent with the State’s security policy.  

iii.  This information is generally not shared outside of OKSFM unless requested under the Open Records Act.  

F.  Fire Extinguisher Industry Company Licenses  
i.  OKSFM receives the following personally identifiable information from businesses and individuals seeking a company license:  
   a.  company name, address, phone number, fax number  
   b.  company federal tax number  
   c.  company Oklahoma sales tax number
d. company owner name, address, phone number  
e. company officer name, address, phone number  
f. qualified agent name, license number, email  
ii. The PII collected is stored by OKSFM in a manner consistent with the State’s security policy.  
iii. This information is generally not shared outside of OKSFM unless requested under the Open Records Act.  

G. Fire Extinguisher Industry Individual Licenses  
i. OKSFM receives the following personally identifiable information from businesses and individuals seeking a qualified agent, designer, technician, salesperson or trainee license:  
a. applicant name, address, date of birth, phone number, email, social security number  
b. company name, address, phone number, license number  
c. qualified agent name, license number  
ii. The PII collected is stored by OKSFM in a manner consistent with the State’s security policy.  
iii. This information is generally not shared outside of OKSFM unless requested under the Open Records Act.  

H. Human Resources  
i. OKSFM receives the following personally identifiable information from employees during the onboarding process:  
a. name, address, phone number, date of birth, social security number, email, state or government issued driver license, W-2 information  
ii. The PII collected is stored by OKSFM in a manner consistent with the State’s security policy.  
iii. This information is not shared outside of OKSFM with the exception of OMES Human Capital Management, Oklahoma Public Employees Retirement System and OMES Employee Benefits Department.  

I. Employee Benefits  
i. OKSFM receives the following personally identifiable information from the Newly Eligible Form for plan participation on newly hired employees and their dependents:  
a. name, address, phone number, date of birth, social security number, email, date of hire, salary  
ii. The PII collected is stored by OKSFM in a manner consistent with the State’s security policy.
iii. This information is not shared outside of OKSFM with the exception of OMES Employees Group Insurance Division.

J. Payroll
i. OKSFM uses the following personally identifiable information about employees and their dependents to generate payrolls:
   a. name, address, social security number, date of hire, salary, medical information

ii. The PII collected is stored by OKSFM in a manner consistent with the State’s security policy.

iii. This information is not shared outside of OKSFM with the exception of OMES HCM/EBD, Oklahoma Employees Retirement Systems and OMES Employees Group Insurance Division.