

TOWN COUNCIL  
**Town of Trumbull**  
CONNECTICUT  
www.trumbull-ct.gov

TOWN HALL  
Trumbull

TELEPHONE  
(203) 452-5000



LEGISLATION & ADMINISTRATION COMMITTEE  
AGENDA  
JULY 28, 2015

Suzanne Testani, Chairman  
50 Cranbury Drive  
Trumbull, CT 06611

Enrico Constantini, Vice Chairman  
5 Barry Place  
Trumbull, CT 06611

Joseph Pifko  
158 Plymouth Avenue  
Trumbull, CT 06611

Edna Colucci  
39 Kingsbury Drive  
Trumbull, CT 06611

Scott Wich  
47 Killian Avenue  
Trumbull, CT 06611

Daniel Marconi  
40 Brookhedge Road  
Trumbull, CT 06611

Ken Martin, Sr., Alternate  
1676 Huntington Turnpike  
Trumbull, CT 06611

Mary Beth Thornton, Alternate  
24 Cherry Gate Lane  
Trumbull, CT 06611

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NOTICE is hereby given that the Legislation & Administration Committee of the Trumbull Town Council will hold a regular meeting Tuesday, July 28, 2015 at 7:00 p.m. at the Trumbull Town Hall, for the following purpose(s):

1. RESOLUTION TC25-182: To consider and act upon a resolution which would appropriate \$20,000 from the Tashua Knolls Golf Enterprise Fund to 21100000-581888 Capital Outlay.
2. RESOLUTION TC25-184: To consider and act upon a resolution which would authorize First Selectman Herbst to sign and execute any documents for the State Department of Education Youth Services Bureau grant for funding to the Mary J. Scherlach Counseling Center.

3. RESOLUTION TC25-187: To consider and act upon a resolution which would approve funding for a labor agreement between the Trumbull Police Union Local 1745 Council #15, AFSCME, AFL-CIO beginning on July 1, 2015 and ending June 30, 2016.
4. RESOLUTION TC 25-188: To consider and act upon a resolution which would establish an ordinance entitled Protection of Private Personal Information.

## RESOLUTION

1. RESOLUTION TC25-182: BE IT RESOLVED, That \$20,000 is hereby appropriated from the Tashua Knolls Golf Enterprise Fund to 21100000-581888 Capital Outlay.
2. RESOLUTION TC25-184: BE IT RESOLVED, That First Selectman Herbst is hereby authorized to sign and execute any documents for the State Department of Education Youth Services Bureau grant for funding to the Mary J. Scherlach Counseling Center.
3. RESOLUTION TC25-187: BE IT RESOLVED, That funding for a labor agreement between the Trumbull Police Union Local 1745 Council #15, AFSCME, AFL-CIO beginning on July 1, 2015 and ending June 30, 2016 is hereby approved.
4. RESOLUTION TC 25-188: BE IT RESOLVED AND ORDAINED, That an ordinance entitled Protection of Private Personal Information is hereby established. (Full Ordinance Attached)

## Personal Information Privacy Ordinance

Whereas, the Town of Trumbull recognizes the significance of maintaining and protecting the private information of its residents and intends to protect such information to the greatest extent practicable, the Town of Trumbull hereby enacts the following Personal Information Privacy Ordinance.

1. Definitions.
  - a. “Disclose” shall mean to reveal, release, transfer, disseminate or otherwise communicate Protected Information orally, in writing or by electronic or any other means other than to the subject of the Protected Information.
  - b. “Protected Information” shall mean the Social Security Number, Driver’s License Number, State Identification Card Number, Credit or Debit Card Number, Taxpayer Identification Number, Date of Birth, Financial Account Number, Health Information, Home Address and, in the case of minor children, Name, recorded or maintained by any means, including through physical or electronic records, of any resident of the Town of Trumbull.
  - c. “Town” shall mean The Town of Trumbull, including all officials, employees, departments, boards and commissions of the Town, but excluding the Town’s Board of Education and its officials, employees or volunteers while in the performance of their duties to the Board of Education;
  - d. “Town-Related Organization” shall mean all organizations which enter into contracts or other agreements with the Town for: (i) the use of Town facilities or properties in order to provide goods, services or programs within the Town; or (ii) the use of Town-provided services to assist in the maintenance or operation of the organization.
2. Collection of Protected Information. The Town and Town-Related Organizations, as the case may be, may only collect Protected Information to the extent reasonably necessary to: (a) comply with legal obligations, or (b) conduct their operations.
3. Maintenance of Protected Information. The Town and Town-Related Organizations, as the case may be, shall implement reasonable safeguards to prevent the unauthorized disclosure of Protected Information.
4. Use and Disclosure of Protected Information. The Town and Town-Related Organizations, as the case may be, shall not disclose Protected Information except: (a) to the extent necessary to comply with legal obligations, or (b) as may be reasonably necessary to carry out the functions of the organization. In all such instances, use or disclosure shall be limited to the greatest extent practicable. Nothing herein shall be construed to prohibit the use or disclosure of such information by or among employees, volunteers or officials of the Town or Town-Related Organization, as the case may be, in the course of performing their regular duties.

5. Disposal of Protected Information. With regard to the disposal of records containing Protected Information, the Town and Town-Related Organizations shall: (1) shred the record before the disposal of the record; or (2) destroy the Protected Information contained in the record; or (3) modify the record to make the Protected Information unreadable; or (4) take actions consistent with commonly accepted industry practices that it reasonably believes will ensure that no unauthorized person will have access to the Protected Information contained in the record.
6. Notice of Breaches. The Town and Town-Related Organizations, as the case may be, shall promptly give written or electronic notice to the affected individual(s) of any unauthorized disclosure of Protected Information to entities or individuals other than as permitted by this ordinance.
7. Policies. Within sixty (60) days following enactment of this ordinance, the Town shall implement a written policy effecting the terms herein. Starting sixty (60) days following enactment of this ordinance, the Town shall require any Town-Related Organization to have a written policy implementing this ordinance as a condition for entering into contracts or other agreements with the Town. Town-Related Organizations that adopt the model policy, attached hereto, by approving the policy in accordance with their by-laws or equivalent internal procedures and having the policy signed by the organization's chief executive officer or his/her equivalent, shall be considered as in compliance with this section.
8. Violations. Violations of this ordinance by Town employees, volunteers or officials will subject the violator to appropriate action. Repeated or willful violations of this ordinance by Town-Related Organizations shall, within the reasonable discretion of the First Selectman, result in the disqualification of the Town-Related Organization from using Town facilities or properties, or the use of Town-provided services to assist in the maintenance or operation of the organization, for a period not to exceed two (2) years.
9. Non-Assumption of Liabilities. Nothing herein is intended nor shall be construed as an assumption by the Town of any obligations or liabilities of any Town-Related Organization, including but not limited to those that may arise by reason of this ordinance.
10. Savings Clause. Nothing in this Ordinance is intended nor shall be construed to abridge or diminish any additional or greater protections afforded to the residents of Trumbull under federal or state law.

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MODEL POLICY

In recognition of the importance of maintaining the privacy of certain information that \_\_\_\_\_ (name of organization) may collect in the course of its operations, \_\_\_\_\_ (name of organization) implements the following policy for its Board members, executives, employees and volunteers.

We will safeguard Protected Information (i.e., the Social Security Number, Driver's License Number, State Identification Card Number, Credit or Debit Card Number, Taxpayer Identification Number, Date of Birth, Financial Account Numbers, Health Information, Home Address and, in the case of minor children, Name, recorded or maintained by any means, including through physical or electronic records, of any resident of the Town of Trumbull) in the following manner.

1. We will only collect Protected Information to the extent reasonably necessary to: (a) comply with legal obligations, or (b) conduct our operations.
2. We will implement and maintain reasonable safeguards to prevent the unauthorized disclosure of Protected Information.
3. We will not disclose Protected Information except: (a) to the extent necessary to comply with legal obligations, or (b) as may be reasonably necessary to carry out the functions of our organization. In all such instances, use or disclosure shall be limited to the greatest extent practicable.
4. With regard to the disposal of records containing Protected Information, we will: (1) shred the record before the disposal of the record; or (2) destroy the Protected Information contained in the record; or (3) modify the record to make the Protected Information unreadable; or (4) take actions consistent with commonly accepted industry practices that we reasonably believe will ensure that no unauthorized person will have access to the Protected Information contained in the record.
5. We will promptly give written or electronic notice to the affected individuals of any unauthorized disclosure of Protected Information.

Signed:

\_\_\_\_\_  
Chief Executive Officer

(name of organization)

Dated: \_\_\_\_\_