

TOWN COUNCIL
Town of Trumbull
CONNECTICUT
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TOWN HALL
Trumbull

TELEPHONE
(203) 452-5000



LEGISLATION & ADMINISTRATION COMMITTEE
AGENDA
OCTOBER 26, 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

NOTICE is hereby given that the Legislation & Administration Committee of the Trumbull Town Council will hold a meeting Monday, October 26, 2015 at 7:30 p.m. at the Trumbull Town Hall, for the following purpose(s):

1. RESOLUTION TC25-211: To consider and act upon a resolution which would approve a contract with the State of Connecticut Department of Public Health in the amount of \$3,964.00 pursuant to the Lead Poisoning Prevention Financial Assistance to Local Health Departments for Lead Poisoning Prevention for the period of July 1, 2015 through June 30, 2016 and authorizes the First Selectman, Timothy M. Herbst for this purpose to make, execute and approve on behalf of the Town of Trumbull, any and all contracts or amendments thereof with the State of Connecticut Department of Public Health.

2. RESOLUTION TC25-212: To consider and act upon a resolution which would approve a contract with the State of Connecticut Department of Public Health in the amount of \$24,531.00 pursuant to the Preventive Health and Health Services Block Grant for Cardiovascular Disease Prevention for the period of July 1, 2015 through June 30, 2016 and authorizes the First Selectman, Timothy M. Herbst for this purpose to make, execute and approve on behalf of the Town of Trumbull, any and all contracts or amendments thereof with the State of Connecticut Department of Public Health.
3. RESOLUTION TC25-213: To consider and act upon a resolution which would authorize the Town attorney to settle a worker's compensation claim known as Eric Harrold v. the Town of Trumbull.
4. RESOLUTION TC25-214: To consider and act upon a resolution which would amend Resolution TC25-153 to expand the membership of the Senior/Community Center & Library Study and Building Committee to seven (7) members, two (2) Town Council representatives and five (5) residents of the Town of Trumbull.
5. RESOLUTION TC25-215: To consider and act upon a resolution which would reappoint Daniel Marconi of 40 Brookhedge Road as a member of the Senior/Community Center & Library Study and Building Committee effective the first Monday in December 2015.
6. 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 TC25-211: BE IT RESOLVED, That a contract with the State of Connecticut Department of Public Health is hereby approved in the amount of \$3,964.00 pursuant to the Lead Poisoning Prevention Financial Assistance to Local Health Departments for Lead Poisoning Prevention for the period of July 1, 2015 through June 30, 2016 and BE IT FURTHER RESOLVED, That First Selectman, Timothy M. Herbst is hereby authorized for this purpose to make, execute and approve on behalf of the Town of Trumbull, any and all contracts or amendments thereof with the State of Connecticut Department of Public Health.
2. RESOLUTION TC25-212: BE IT RESOLVED, That a contract with the State of Connecticut Department of Public Health is hereby approved in the amount of \$24,531.00 pursuant to the Preventive Health and Health Services Block Grant for Cardiovascular Disease Prevention for the period of July 1, 2015 through June 30, 2016 and BE IT FURTHER RESOLVED, That First Selectman, Timothy M. Herbst is hereby authorized for this purpose to make, execute and approve on behalf of the Town of Trumbull, any and all contracts or amendments thereof with the State of Connecticut Department of Public Health.
3. RESOLUTION TC25-213: BE IT RESOLVED, That the Town attorney is hereby authorized to settle a worker's compensation claim known as Eric Harrold v. the Town of Trumbull.
4. RESOLUTION TC25-214: BE IT RESOLVED, That Resolution TC25-153 is hereby amended to expand the membership of the Senior/Community Center & Library Study and Building Committee to seven (7) members, two (2) Town Council representatives (one from each party) and five (5) residents of the Town of Trumbull.
5. RESOLUTION TC25-215: BE IT RESOLVED, That Daniel Marconi of 40 Brookhedge Road, be and the same is hereby reappointed a member of the Senior/Community Center & Library Study and Building Committee effective the first Monday in December 2015.
6. RESOLUTION TC25-188: 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.

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: _____

