



**OFFICE OF INFORMATION SERVICES  
Information Security and Privacy Office**

**Operational Policy**

<b>Policy title:</b>	Minimum Necessary Standard for Releasing Personally Identifiable Information		
<b>Policy number:</b>	DHS-100-004		
<b>Original date:</b>	07/20/2009	<b>Last update:</b>	03/06/2017
<b>Approved:</b>	Dr. Reginald Richardson		

**Purpose**

This policy is one of a series that describes Department of Human Services (DHS) requirements and expectations for the necessary collection, use, and disclosure of confidential information about individuals in order to provide services and benefits to individuals, while maintaining reasonable safeguards to protect the privacy of information.

**Description**

This policy describes the responsibility of DHS staff to maintain the privacy of an individual's personally identifiable information (PII) by using, disclosing or requesting only the minimum amount of information necessary to complete the task for which the information is being used, disclosed or requested.

**Applicability**

This policy applies to all DHS staff including employees, volunteers, trainees and interns and agency contractors.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

**Policy**

1. When using, disclosing or requesting PII, DHS shall use, disclose or request only the smallest amount of information needed to accomplish the goal of the request (minimum necessary standard) and only to the extent provided in federal and state statutes and rules, and agency policies.
2. The minimum necessary standard does not apply to:
  - a. Disclosures made to the individual about the individual.
  - b. Uses or disclosures authorized by the individual that are within the scope of the authorization.
  - c. Uses or disclosures that are required by law.

## References

[OAR 407-014-0040](#)

## Forms referenced

[MSC 2099 Authorization for Use and Disclosure of Individual Information](#)

## Related policies

DHS-100-002 Uses and Disclosures of Individual Information

## Contact

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## Policy history

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## Keywords

Authorization, disclosures, minimum, necessary personally identifiable information, PII

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