OFFICE OF FINANCIAL MANAGEMENT
DATA SHARING ADDENDUM Number __2__
FOR
State Human Resources
Enterprise Workforce HR & Payroll Data
TO OFM DSA K3723

AGENCY NAME Criminal Justice Training Center	**DSA #** IA22-020

This Data Sharing Addendum (Addendum) is entered into by and between the OFFICE OF FINANCIAL MANAGEMENT, hereinafter referred to as "OFM or DATA PROVIDER", and Washington State Criminal Justice Training Center_____ hereinafter referred to as "RECIPIENT" and is subject to the terms and conditions of the Umbrella Data Share Agreement (DSA) executed between the parties.

1. **PURPOSE OF ADDENDUM**

The purpose of this Addendum is to allow HR and Payroll Data (hereinafter "Data") and information to be shared between state agencies, agency staff, and specific named and approved contractors/subcontractors, if any.

HR and Payroll Data ("Data") is defined as data held by OFM in the legacy state's human resources information systems, surveys or other sources other than One Washington that are used collect general government workforce data. Data does not include enterprise-wide access but instead is limited to the OFM data collect or received on behalf of the Recipient.

Data is shared with the Recipient to support agency operations, data analytics, and workforce initiatives. Enterprise surveys conducted by State HR collects voluntary data from state employees and provide insights with respect to the Recipient's business. Further, collected data supports human resource and payroll business operations and the states workforce policy initiatives. Workforce data also provides information and insight to state agencies and the public on the status of the state's workforce.

This Addendum documents Data and information that will be shared to support the intended use described above and sets out the Data handling and disposition requirements for such Data and information.

2. **TERM**

The term of this Addendum will begin on the last date of signature by the parties through June 30, 2026. The Addendum may be extended by the parties as mutually agreed in a written amendment signed by authorized signatories of the parties.

The parties agree that they will review the terms and conditions of this Addendum annually to ensure that the content accurately reflects the data to be shared and the security and other data protection standards are up to date.

3. **ADDENDUM ADMINISTRATION**

AGENCY PROVIDING DATA (DATA PROVIDER):   OFFICE OF FINANCIAL MANAGEMENT

Addendum Administrator:		Technical Administrator:	
Name:	Angie Hogenson	Name:	Randy Doyle
Title:	HR Analytics & Initiatives Manager	Title:	Chief Data Officer
Division:	State Human Resources	Division:	Information Technology Services Division (ITSD)
Address:	106 11th Ave SW Olympia, WA 98501	Address:	1500 Jefferson ST SE, Olympia, WA 98504
Phone:	360.725.3860	Phone:	360-867-8449
E-mail:	angie.hogenson@ofm.wa.gov	E-mail:	randy.doyle@ofm.wa.gov

Security Administrator:	
Name:	John Leahy
Title:	OFM Chief Information Security Officer
Division:	IT Services
Address:	1500 Jefferson Street St. SE, Olympia, WA 98501
Phone:	360/407-2675
E-mail:	John.Leahy@ofm.wa.gov

ORGANIZATION RECEIVING DATA (RECIPIENT): _Criminal Justice Training Center_____

RECIPIENT Addendum Administrator:		RECIPIENT Technical Administrator:	
Name:	Edward Wade	Name:	Jeff Wilcox
Title:	Asst. Director	Title:	IT Manager
Division:	Support Services	Division:	Support Services
Address:	19010 1st Ave S Burien, WA 98148	Address:	19010 1st Ave S Burien, WA 98148
Phone:	206-835-7337	Phone:	206-265-3262
E-mail:	ed.wade@cjtc.wa.gov	E-mail:	jeff.wilcox@cjtc.wa.gov

RECIPIENT Security Administrator:	
Name:	Jeff Wilcox
Title:	IT Manager
Division:	Support Services
Address:	19010 1st Ave S Burien, WA 98148
Phone:	206-265-3262
E-mail:	jeff.wilcox@cjtc.wa.gov

4. **DESCRIPTION OF DATA TO BE SHARED (OCIO 141.10.4.2(1)) (OCIO 141.10.4.2(3))**

As defined by OCIO Security Standard 141.10 the highest level of Data shared contains:

Data shared between agencies under this Addendum may contain category 3 and 4 data. This addendum does not apply to other data that may be provided that is categorized as Category 1 or 2 under the OCIO standard located at:
https://ocio.wa.gov/sites/default/files/public/policies/141.10_SecuringITAssets_201711_Approved.pdf?u5yoj

The Addendum applies to Category 3 and 4 Data only.

Category 3 – Confidential Information
Confidential information is information that is specifically protected from either release or disclosure by law. This includes, but is not limited to:
   a. Personal information as defined in RCW 42.56.590 and RCW 19.255.10.
   b. Information about public employees as defined in RCW 42.56.250.
   c. Lists of individuals for commercial purposes as defined in RCW 42.56.070
   d. Information about the infrastructure and security of computer and telecommunication networks as defined in RCW 42.56.420.

Category 4 – Confidential Information Requiring Special Handling
Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which:
   a. Especially strict handling requirements are dictated, such as by statutes, regulations, or agreements.
   b. Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.

Data is shared from the states centralized HR and payroll systems, which includes other enterprise HR and payroll data applications as set forth in the Attachment 1 to this Addendum (Source System) These Source Systems are managed by OFM. Data includes all employee personally identifying information such as Social Security Number, bank account numbers, demographics, date of birth, home address, etc. Specific data element fields are dependent on what is housed and collected in each Source System.

5. **INTENDED USE OF DATA**

The Data shared under this Addendum will be used solely for the purpose set out in this Addendum.
Data is to be used by the Recipient consistent with the Purpose set forth in Section 1.

The Data may not be used for any other purpose.

This Addendum does not constitute a release of the Data for the RECIPIENTs discretionary use and may only be accessed to carry out the responsibilities in support of the purposes described herein. Any ad hoc analyses or other use of the Data, not specified in this Addendum, is not permitted without the prior written approval of OFM.

6. **DATA TRANSFER (OCIO 141.10.4.2(4)); (OCIO 141.10.4.2(5))**

Files shared under this Addendum will be transferred and shared securely as set forth below. This Addendum does not grant Recipient any system access.

1. GAP FILE:
   a. HR/Payroll information system interface with agency using standard GAP files or OFM approved custom interface. Agency specific data is sent back to the agency to update internal applications used to support business needs. Depending on the agency need, they may receive one or multiple different GAP files. Different GAP files pull data from the different functional data areas in the HRMS such as Time, Financial, Payroll, etc. Agencies only receive the GAP file that meets the specific data need.
2. Other Files:
   a. Data will be transmitted using OCIO approved Secure File Transmission (SFT) methodology to share employee survey data; ad hoc reports; and other manually generated data. Survey data is collected annually for enterprise analysis. Agency specific survey data is provided to agencies on-demand. Ad hoc data is on-demand to meet specific immediate needs to include public data requests, investigations, enterprise initiatives, new legislation implementation and other business needs.
   b. Transmit data using other OCIO and OFM approved transmission methods.

RECIPIENT will provide the OFM Addendum Administrator the names and job titles of all of its personnel who need access to the Data, prior to such access. Access to Data gained by reason of this Addendum is only for the Purpose set out in this Addendum. All individuals authorized to access Data must comply with the DATA CONFIDENTIALITY section of the DSA to which this Addendum is attached.

RECIPIENT must request written permission from OFM before outsourcing any work identified in this Addendum or allowing access to the Data by a contractor or subcontractor. **(OCIO 141.10.4.2(5))**

7. **DATA TRANSMISSION (OCIO 141.10.4.2(4)); (OCIO 141.10.4.4)**

Data may be transmitted as described in Attachment 1, Data to be Shared.

8. **DATA SECURITY (OCIO 141.10.4.2(5)); (OCIO 141.10.4.2(6))**

   a. **Authorized Access Only**
   Access to the Data provided by OFM must be restricted to RECIPIENT staff, officials, approved contractors/subcontractors, and agents of the parties who are authorized to access the Data and need it to perform their official duties as detailed in the section of this Addendum titled Purpose of Addendum.

   b. **Data Storage**
   All Data provided by OFM must be stored in a secure environment with access limited to the least number of staff needed to complete the purpose of this Addendum, irrespective of whether storage is located on on-premises or in the cloud,   RECIPIENT agrees to store Data in the following manner and to protect the Data as described:

   1) Network server disks. Data stored on hard disks mounted on network servers and made available

through shared folders. Access to the Data shall be restricted to authorized users through the use of access control lists which will grant access only after the authorized user has authenticated to the network using a unique user ID and complex password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on disks mounted to such servers shall be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism. Backup copies for DR purposes shall be encrypted if recorded to removable media.

2) RECIPIENT will not store any confidential or sensitive OFM Data on portable electronic devices or media, including, but not limited to laptops, handhelds/PDAs, Ultramobile PCs, flash memory devices, floppy discs, optical discs (CDs/DVDs), and portable hard disks.

c. IT Data Security Administration

RECIPIENT's IT Data Security Administrators will provide documentation to the OFM IT Data Security Administrator that outlines the data security program components supporting this Addendum. This documentation will define all data security methods and technology for each individual data exchange to ensure RECIPIENT is in compliance with all appropriate OCIO security standards.

This documentation will serve to satisfy any potential requirement each agency may have under OCIO Security Standards to document the management of secure information.

9. TERM OF CONFIDENTIALITY REQUIREMENTS

Except as otherwise specified herein, the requirement in this Addendum to maintain the confidentiality of Data is perpetual and does not cease with the expiration or termination of this Addendum.

10. SIGNATURES

The parties have read and understand this Addendum and the DSA to which it is attached. The signatories below hereby assert that they are authorized to enter into this Addendum on behalf of their organization. Therefore, the signatories below indicate agreement between the parties.

OFFICE OF FINANCIAL MANAGEMENT   **Agency:** Criminal Justice Training Center

DocuSigned by:
Rebekah O'Hara
CCE0CE4E4D7B499...
Signature

DocuSigned by:
Ed Wade
726387113A65456...
Signature

Rebekah O'Hara
Printed Name

Ed Wade
Printed Name

Privacy & Technical Transaction Administrator
Title
11/09/2022

Assistant Director
Title
11/03/2022

Date

Date

ATTACHMENT 1, DATA TO BE SHARED
TO
DATA SHARING ADDENDUM #__2___

This addendum is for all the Data captured and maintained in the HR & Payroll systems/applications that are an enterprise source system as detailed below:

HR Applications

State HR Enterprise Applications	Acronym	Transmission
Compensation Impact Model * Compensation Impact Model Agency Interface * Compensation Impact Model-CIM 2 Archive	CIM / CIMAI	SFT
Human Resource Management System (all modules including warrant & print)	HRMS	GAP file or SFT
Salary Projection System (including web service)	SPS	SFT
Statewide HR Database (including Validation & Extracts apps)	SWHR	SFT
Washington Workforce Analytics / Enterprise Data Warehouse	WWA and/or EDW	SFT
HR DataMart	DW	SFT
OTHER: Customized, agency specific Workforce Dashboards		OFM/OCIO approved method

Enterprise Surveys

State HR Enterprise Applications	Acronym	Transmission
State Employee Engagement Survey	n/a	SFT
Statewide Exit Survey	n/a	SFT
HR Management Report	HRMR	SFT
OTHER: Initiative specific enterprise employee surveys	n/a	SFT or other OFM/OCIO approved method

For avoidance of doubt, this Addendum does not include Data maintained in One Washington as that Data is covered under a separate Addendum.