



PRIVACY POLICY

National Joint Utilities Notification System

Originally Created October 2009

Latest Revision: V-4 April 22, 2015

Latest Revision: V-5 April 30, 2024

Introduction

The NJUNS Privacy Policy is designed to outline the security guidelines for information contained in the NJUNS database. NJUNS houses information that could be considered sensitive by our members and the protection of this information, by NJUNS personnel and their agents is defined in this document.

Policy

This policy covers the following:

- Definition
- Information in the NJUNS Database
- Policy
- Exceptions

DEFINITION

The privacy of information within the database, and subsequently on tickets and reports is a major concern of NJUNS. This information privacy is not intended to be so structured as to limit its viewing by only the person that entered it into the database. Access to the NJUNS database is limited to only registered members. The sharing of individual login and ticket information is prohibited; however, absolute control of that information is outside the purview of NJUNS. For this reason, total privacy of information cannot be guaranteed by NJUNS, Inc.

Information in the NJUNS Database

1. Personal contact information

- a. NJUNS' mission is to improve communication between its members. Individual user information is needed, however this information is only accessible by approved users.

2. Proprietary Information

- a. Any proprietary cost or contract information, added to Remarks fields or Comments, is entered by the individual user and is not controlled or limited by NJUNS. Access to the Pole Attachment ticket cost information, entered in ticket cost data fields, will be limited to the level indicated by the individual company's representative as defined below.

3. File Attachments

- a. All attachments to a ticket are viewable by all members associated with that ticket. Any documents or pictures not intended for all to see should not be uploaded to the ticket.

Policy

Privacy of NJUNS data on ticket views, within searches and within reports is company driven. The default privacy level for all programs' NJUNS data is state level. By default, only member codes that are associated with a particular state can view tickets, searches, and reports generated for member codes within that state.

Each company can further restrict user access to Company Level or Member Code Level by State. Company Level controls user access to only view tickets, searches or reports that concern a member code(s) that are associated with that particular company.

Member Code Level controls user access to data associated only with that user's specific member code(s).

EXCEPTIONS

NJUNS personnel are allowed to view all database information but are forbidden to discuss the information with anyone except, in the case of individual profile information, the individual user. In the case of ticket information, discussion is limited to only users from the member companies associated with the individual ticket. Non-disclosure agreements are currently in place with outside vendors, the program developer, to safeguard information.

State and local regulator access to NJUNS reports, created by Staff, is only allowed after confirmation from the state's Board of Directors representatives, in writing, that they agree to allow this level of oversight, unless the state or local regulator is the sponsor of NJUNS for their state.

Date	Meeting	Reviewed By
4/30/2024	Spring: Annapolis	Policy Committee