

# Department of Finance and Administration Privacy Notice

Thank you for reviewing our Privacy Notice. This notice addresses collection, use, security of, and access to information that may be obtained through Internet accessible applications of the Department of Finance and Administration. You understand and agree that this Privacy Notice is in addition to the information presented in the Mississippi.gov Privacy Notice. This notice specifically addresses information accessed through the following application of the Department:

- **ACE – Access Channel for Employees**
  - W-2 Opt-In and Access
  - Direct Deposit Payroll Information Access
  - Travel Reimbursement Direct Deposit Information Access
  - Leave Balance and Time Taken Information
  - ACE Personal Profile

**ACE – Access Channel for Employees** provides state employees, state contract workers, Legislators, elected officials, board members, and commission members (hereafter known as “employees”) who receive payment via the Statewide Payroll and Human Resource System (SPAHRs), access to SPAHRs maintained information from the individual’s personal computer. **ACE** applications include registration and subsequent access to W-2s via the Internet, access to payroll pay stubs and travel reimbursement information for those paid by direct deposit (also known as electronic funds transfer or EFT), leave balance and time taken information, and maintenance of the user’s ACE Personal Profile.

Access to **ACE** requires a username and password. A username and password will be provided to all persons eligible to access **ACE** through the State’s Handmail system, through the U.S. Mail, or by Agency representatives. The **ACE** username and password control what an individual can access. **ACE** usernames and passwords are to be protected by the employee. **Employees are responsible and liable for the misuse of information that results from the employee not protecting their own username and password. If you suspect that your username and password have been compromised, it is your responsibility to contact your agency’s personnel office and document the issues regarding this problem.**

## Information Collected and How it is Used

**ACE** is hosted on the Mississippi State Portal by the Department of Information Technology Services (ITS). No information is collected by ITS other than is described in the Mississippi.gov Privacy Policy from your visit to **ACE**. Additionally, DFA will count the various times **ACE** applications are accessed but will not collect additional information. DFA will also analyze our web site logs to continually improve the value of the materials available on our site. Our web site logs are not personally identifiable, and we make no attempt to link them with the individuals that attempt to access **ACE** applications.

## Personally Identifiable Information and Choice

"Personally Identifiable Information" is information about an individual that is readily identifiable to that specific individual. Personally Identifiable Information includes, but is not limited to, such things as an individual's name, address, and phone number. A domain name or Internet Protocol address is not considered personal information.

We collect no Personally Identifiable Information about you other than your assigned user id and password. Some of the information presented to you through the applications of **ACE** may be public record. In no case, however, are Social Security Numbers, payroll deduction amounts and types, net pay, and personal contact information considered to be public information. Other information that is a part of the public record may be subject to public inspection and copying if federal or state law does not specifically protect the information. The same protection or access to this information, as appropriate, is accorded the employee whether or not the employee accesses this information via the Internet or, as is traditionally provided on paper.

## Public Disclosure

In accordance with the laws of the State of Mississippi, DFA will ensure that government is open and that the public has a right to access appropriate records and information possessed by the state. At the same time, there are exceptions to the public's right to access public records that serve various needs including the privacy of individuals. Both state and federal laws provide exceptions.

DFA, according to our published rules regarding access to public records, Public Records Access Admin Rule #2, shall make available for public inspection and copying all public records unless the record falls within the specific exemptions. See Section 25-61-1 and following of the Mississippi Code Annotated for the Mississippi Public Records Act. An explanation of this rule can be found at: <http://www.dfa.state.ms.us/Content/publicinfopolicy.pdf> .

In the event of a conflict between this Privacy Notice, the Mississippi.gov Privacy Notice and the Public Records Act or other law governing the disclosure of records, the following is the order of precedence:

- Public Records Act or other applicable law
- This Notice
- Mississippi.gov Privacy Notice.

## Access and Correction of Personal Information

The Terms of Use for each **ACE** application specify how employees are to notify the State about problems with data presented to them through the **ACE** applications. The Terms of Use also describe how the employee will be informed of corrections once they are made.

## Cookies

**ACE** uses cookies. These cookies are temporary in nature and expire at the end of a session. If your browser has cookies disabled, information will be provided to you on how to enable your browser to accept cookies.

## Security

DFA adheres to the State of Mississippi Enterprise Security Policy as published by the Mississippi Department of Information Technology Services (ITS). This policy can be accessed through the Mississippi.gov Site Policies and Information link.

## Disclaimer

**ACE** provides links to other web sites. These include links to web sites operated by other government agencies, nonprofit organizations, and private businesses. When you link to another site, you are no longer on **ACE** and this Privacy Notice will not apply. When you link to another web site, you are subject to the privacy policy of that new site.

## ACE Contact Information

Should you need further information on our Privacy Policy, please contact us:

By Mail at	Department of Finance and Administration ATTN: Mississippi Management and Reporting System P. O. Box 267 Jackson, MS 39205
By telephone at	(601) 359-6570
By e-mail at	<a href="mailto:MASH@dfa.ms.gov">MASH@dfa.ms.gov</a>
By fax at:	(601) 359-6551