CSTIMS & ROOSTR LITE PRIVACY POLICY

PREAMBLE

The Commercial Skills Test Information Management System (CSTIMS) and the Report Out-of-State Test Results Lite (ROOSTR Lite) are web applications that allow U.S. Motor Vehicle Agencies, or private sector organizations working in behalf of the Driver License Agencies (DLA), to manage information and records related to the skills test portion of the Commercial Driver License (CDL) program. The program is managed under the oversight of the Federal Motor Carrier Safety Administration. The operator of these web applications is the American Association of Motor Vehicle Administrators (AAMVA). This privacy policy applies to all personnel involved in the operation or use of CSTIMS and/or ROOSTR Lite. The Privacy Act of 1974, the Fair Credit Reporting Act of 1970, the Driver's Privacy Protection Act of 1994 define the legal framework under which personal information may be collected, used, maintained, and shared by the CSTIMS/ROOSTR Lite participants.

DEFINITIONS

• AAMVA means the American Association of Motor Vehicles Administrators, a District of Columbia nonprofit corporation.
• DLA means Driver's License or Motor Vehicle Agencies established by various states and which are responsible for the issuance process of commercial driver's licenses.
• CSTIMS Integrators means private sector organizations offering services and applications supporting the skills test portion of the CDL program, and operating systems interfacing with CSTIMS.
• CSTIMS/ROOSTR Lite participants means all organizations involved in the operation or use of CSTIMS and/or ROOSTR Lite, including AAMVA, DLAs, third party testers and CSTIMS integrators.
• CDL means a commercial driver license issued in accordance with the requirements prescribed by the Federal Motor Carrier Safety Agency from time to time.
• CDL Applicants means individuals who apply for a CDL.
• Third Party Testers means those organizations that qualify as Third Party Testers in accordance with regulations of FMCSA from time to time.

POLICY

• AAMVA shall establish written policies from time to time that shall include requirements that address the protection of the confidentiality and privacy of personally identifiable information (PII) through appropriate administrative, technical and physical safeguards to deter and detect unauthorized access, destruction, use, modification, or disclosure. CSTIMS & ROOSTR Lite Privacy Policy Updated: September 8, 2015 AAMVA - Official Use Only 2
• MVAs shall establish a written agreement with each Third Party Tester, prior to using CSTIMS, which shall include requirements addressing the protection of the confidentiality and privacy of PII through appropriate administrative, technical, and physical safeguards to deter and detect unauthorized access, destruction, use, modification, or disclosure.
• MVAs or Third Party Testers shall collect and submit to CSTIMS/ROOSTR Lite only such PII from a CDL that is believed to be accurate, complete, timely, and relevant as required to accomplish their responsibilities.
• MVAs or Third Party Testers shall provide the following information to CDL applicants: - the principal purpose or purposes for which the information is collected; - the CDL applicant's rights to access the information collected about themselves; and - the means through which the accuracy of the information can be disputed, and corrected.
• CSTIMS participants shall establish rules of conduct for persons involved in the operations, including use, of CSTIMS/ROOSTR Lite, and train such persons with respect to such rules and the requirements of this privacy policy, and the penalties for noncompliance.
• CSTIMS/ROOSTR Lite participants shall designate a point of contact to receive and resolve reports or complaints regarding alleged errors and violations of this policy.
• AAMVA shall not share any PII maintained in CSTIMS/ROOSTR Lite beyond the CSTIMS/ROOSTR Lite participants.

ACCESS & CORRECTIONS

• For Individuals—Upon request by any individual to obtain PII pertaining to him or her maintained in CSTIMS/ROOSTR Lite, DLAs or CDL Third Party Testers shall inform the person as to the appropriate process and point of contact to obtain access and, as appropriate, initiate corrections.
• For CSTIMS/ROOSTR Lite Participants—Upon written request to AAMVA, by designated personnel at the CSTIMS/ROOSTR Lite participant, AAMVA shall facilitate the troubleshooting and correction necessary to ensure proper operations of CSTIMS/ROOSTR Lite.

PRIVACY POLICY MANAGEMENT

• Compliance—AAMVA will assess the level of compliance with this privacy policy.
• Accountability—Where AAMVA has reason to believe a violation of the terms of the privacy policy has occurred, AAMVA must contact in writing the organization believed at fault. AAMVA reserves the right to suspend use of the service in accordance with the terms and conditions of the service agreement.

NOTICE

The privacy policy shall be available to anyone upon request.

AMENDMENT/CONFLICTS

AAMVA may revise this privacy policy from time to time, and shall provide the CSTIMS/ROOSTR Lite participants with updates. In the event of a conflict between this privacy policy and any agreement between CSTIMS/ROOSTR Lite participants, the agreement shall govern.
Direct any questions or comments concerning this privacy policy to:
Pierre Boyer, AAMVA Chief Information Security Officer pboyer@aamva.com 703-522-4200
or by U.S. Mail to:
Attention Privacy AAMVA CISO 4401 Wilson Blvd, Suite 700 Arlington, VA 22203