


REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES	
	No. S-01.10
Subject: Confidentiality Policy	Revised: 05/2016 Prior Rev: 11/2010

1.0 Purpose

- 1.1. The purpose of this policy is to control dissemination of system configuration and programming information related to the Regional Wireless Cooperative (RWC).

2.0 Owner

- 2.1. RWC Operations Working Group (OWG).

3.0 Applies To

- 3.1. RWC maintenance, operations personnel and users of RWC systems or other employees and contractors that have access to any RWC system related information.

4.0 Background

- 4.1. RWC is a radio communications network that serves both public safety and public service operations. As such, information related to system configuration or operation is sensitive, and should not be released or shared.

5.0 Policy Statement

- 5.1. The RWC Executive Director is the custodian of records for RWC system related information and is the point of contact related to public records requests (inspection or copying) or requests for RWC system related information.

6.0 Supporting Rules

- 6.1. The RWC shall comply with -Arizona Public Records Law in maintaining and providing access to the records of the RWC.
- 6.2. To the extent permitted by law, the Members shall treat network information as proprietary and confidential. Network information includes, but is not limited to technical data, engineering details, construction documents, equipment lists, programming configurations, and operational procedures.

- 6.3. Any Member who receives a request for information or a public records request concerning the Network shall notify the Executive Director of such request before following any customary internal practices or procedures with regard to such request.
- 6.4. Any public records or information request for RWC information from non-public safety or non-public service entities for release of the system configuration and programming data should be authorized by the RWC OWG before release.
- 6.5. As a general practice, system configuration and programming data should only be released or shared with other public safety and public services entities or authorized contractors, and to support public safety and public service operations on a need to know basis.
- 6.6. Release of confidential information may require confidentiality and/or non-disclosure agreements.
- 6.7. RWC information includes electronic information or files, information on paper, and information shared orally or visually (such as telephone and video conferencing).

7.0 Responsibilities

- 7.1. Public information requests received by the Executive Director shall be communicated to the OWG and the RWC Board of Directors.
- 7.2. The Executive Director will maintain the records of the RWC in accordance with the record retention schedule of the Administrative Managing Member.

8.0 Conditions for Exemption or Waiver

- 8.1. As provided in the Waiver or Exception Policy.

9.0 Applicable Policies and Procedures:

- 9.1. As listed at www.rwcaz.org