

# *AAMVA Applications & Services Privacy Principles*

The AAMVA Applications Privacy Principles address concerns related to personally identifiable information, including sensitive personally identifiable information, collected, maintained, used or disseminated in connection with AAMVA's applications and services. AAMVA applies these Principles where appropriate. AAMVA may alter its practices as required by law, or upon request of law enforcement, or, if necessary, to prevent fraud or to protect its computer systems. From time to time, AAMVA may revise its Principles by posting changes on its Web site ([www.aamva.org](http://www.aamva.org)).

## **COMPLIANCE WITH PRIVACY LAWS**

AAMVA manages its privacy program in an effort to address the requirements of the Fair Credit Reporting Act (FCRA), the Driver's Privacy Protection Act (DPPA) or any State equivalent laws and regulations.

## **SECURITY**

Data security is one of AAMVA's priority. AAMVA strives to protect all personally identifiable information that it maintains or disseminate, through the use of appropriate administrative, physical, and technical safeguards, so it is not obtained by unauthorized individuals or used without permission.

AAMVA prohibits the unlawful disclosure of sensitive personally identifiable information, such as Social Security numbers (SSN), driver's license numbers and State identification numbers (DLN). AAMVA takes steps to provide additional safeguards for such sensitive personally identifiable information. As possible, AAMVA limits the availability and access to full DLN and SSN, even to authorized users.

## **PURPOSE AND USE LIMITATION**

AAMVA endeavors to use the information it maintains or exchange for the sole purpose for which it was collected. Furthermore, AAMVA takes steps to ensure the business partners providing personally identifiable information have the authority to collect and share such information with AAMVA.

## **DATA MINIMIZATION**

AAMVA seeks to only collect the personally identifiable information required by its applications and services and to conduct usage and security monitoring. Additionally, AAMVA takes steps, as appropriate, to retain the personally identifiable information for the useful life of the information, and in accordance with the relevant State and Federal regulations and other contractual requirements.

## **DATA QUALITY AND INTEGRITY**

AAMVA strives to preserve accuracy of the data it maintains or reports. Many of the data comes from data providers, such as AAMVA business partners. In the event information is believed to be inaccurate, AAMVA will make reasonable efforts to correct information, or to work with the appropriate data providers to initiate such corrections. In some cases, the individual whose data is inaccurate may be required to work directly with the data provider -- refer to Access and Correction for more details.

## **ACCESS & CORRECTION**

AAMVA makes a concerted effort, as appropriate and practicable, to require that the business partners with whom it shares data provide opportunities for individuals to dispute and correct information by assisting them in identifying the potential information sources at which corrections should be made. AAMVA seeks to assist its business partners in meeting such requirements as necessary.

## **INFORMATION SHARING**

AAMVA seeks to limit the distribution or sharing of personally identifiable information consistent with the nature and sensitivity of the information, and the purpose for which the information was collected. AAMVA strives to restrict sharing of personally identifiable information only to its authorized users or business partners. If, upon investigation, AAMVA finds that personally identifiable information has been used or accessed inappropriately or unlawfully, AAMVA endeavors to stop the misuse or access, and prevent similar future misuses. Such steps may include measures up to and including discontinuation of the user's access to AAMVA information products and services, pursuit of other legal remedies, and the referral of misuse to the appropriate authorities. Some information may be considered public record information and be made available to the general public (such as vehicle history information) in accordance with relevant laws and regulations.

AAMVA takes steps to require similar commitments from the business partners with whom it shares any personally identifiable information.

## **EDUCATION AND TRAINING**

AAMVA takes user education seriously. AAMVA seeks to inform its employees, business partner, and users of applications and services about privacy and security issues associated with AAMVA information products and services; and the responsible use of personally identifiable information. In addition, AAMVA makes available to the public through this document and other related documents, the measures undertaken to enhance and protect privacy.

## **REPUTABLE SOURCES**

AAMVA strives to acquire personally identifiable information from established, reputable business partners, including Federal and State government agencies, and private sector organizations. AAMVA takes reasonable steps to assess the reputation and reliability of its private sector business partners before incorporating personally identifiable information from the source into its products and services, or prior to sharing any personally identifiable information. AAMVA makes best efforts to obtain assurances from its business partners that they have the legal right to share information with AAMVA.

## **NOTICE**

AAMVA takes steps to make its privacy policies, such as this document, available to the public through the use of the Web sites it operates, such as [www.aamva.org](http://www.aamva.org).

For additional information about these Principles or AAMVA's privacy program, contact AAMVA's Chief Information Security Officer 703-522-4200 or by mailing to:

Privacy  
Attention to CISO  
AAMVA  
4401 Wilson Blvd, Suite 700  
Arlington, VA 22203

## **ONLINE PRIVACY**

AAMVA strives to protect the privacy of personally identifiable information obtained from users using its applications and services over the Internet. As necessary, AAMVA may develop specific privacy policies documents to specifically address the privacy concerns for such services and applications in alignment with the Principles herein.

## **AUDITS AND ASSESSMENTS**

AAMVA will obtain assessments from a qualified, objective, independent third-party, who uses procedures and standards generally accepted in the profession to assess AAMVA' administrative, technical, and physical safeguards, as appropriate.

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