



**Title:** PrePass Safety Alliance Release of Information Policy

**Policy:** It is the policy of PrePass Safety Alliance to ensure PrePass data and information is protected and released only under the provisions of our bylaws, policies, written agreements and as required by law.

**Purpose:** To establish the procedures for PrePass Safety Alliance employees to release information and/or data when an appropriate request is made and/or required by law.

**Scope:** This policy is applicable to all information and data requests made to PrePass Safety Alliance.

**Procedures:**

**1) Processing of Information and Data Requests**

- a. Informal information and data requests are frequently made of PrePass Safety Alliance. The following process will be followed upon receipt of a request:
  - i. **Law Enforcement Requests:** The Senior Vice President of Field Operations (SVPFO) will be advised of all law enforcement requests. The SVPFO will determine if the request falls under the Exceptions outlined in the PrePass Event Data Retention Policy. If so, the SVPFO will immediately contact the President & CEO for the appropriate action in response to the law enforcement request. If not, the SVPFO will work with the law enforcement agency to ensure the appropriate course of action is taken in a timely fashion to respond to the law enforcement request. Should the SVPFO be unavailable for an extended period of time, the protocol will be to advise the President & CEO.
  - ii. **Specific Data, Event, Carrier, and Individual Requests:** Data requests that are not law enforcement requests or subpoenas and that are regarding specific bypass events, carriers, customers, individuals, or vehicles must be forwarded to the SVPFO, who will determine the appropriate action. Should the SVPFO be unavailable for an extended period of time, the protocol will be to advise the President & CEO. If the data request is made by a carrier whose identity is verified and if the data request is for the carrier's own data, then the carrier's own data can be released to the carrier without involving the SVPFO or the President & CEO.
  - iii. **General Information/Data Requests:** Data requests that are not law enforcement requests or subpoenas and that do not provide specific bypass event, carrier, customer, individual, or vehicle information must be forwarded to the appropriate Regional Director (RD). The RD may handle the request, if appropriate, by requesting clarification of the data requests. If the RD is unsure or needs guidance regarding responding to a request, the RD should notify the SVPFO for guidance. Should the SVPFO be unavailable for an extended period of time, the protocol will be to advise the President & CEO.

- iv. **Other Requests:** Responses to all other requests for information that are not law enforcement requests or subpoenas must be coordinated through the SVPFO to determine appropriate action. Should the SVPFO be unavailable for an extended period of time, the protocol will be to advise the President & CEO.
  - b. Subpoenas are legal documents which require action on the part of the receiving party. All subpoenas delivered to PrePass Safety Alliance will immediately be delivered to the SVPFO for the appropriate and timely action. Should the SVPFO be unavailable for an extended period of time, the protocol will be to advise the President & CEO.
- 2) **FOIA** – The initial Freedom of Information Act (FOIA) was a federal law that allowed for the full or partial disclosure of previously unreleased information and documents controlled by the United States Government. Since the original enactment in 1966, it has been modified numerous times and, today, principally provides access to documentation held by federal agencies under the guidelines outlined by law. Subsequently, each state adopted or crafted FOIA laws similar, but not identical to, the federal law. The provisions of these state laws vary considerably.
  - a. FOIA applies to PrePass Safety Alliance under very specific circumstances and all such requests are to be directed to the President & CEO.