7.0 Sharing and Disclosure of Information

7.01 Credentialed, role-based access criteria will be used by the Vermont Information & Analysis Center, as appropriate, to control:

- The information to which a particular group or class of users can have access based on the group or class.
- The information a class of users can add, change, delete, or print.
- To whom, individually, the information can be disclosed and under what circumstances.

7.02 The Vermont Information & Analysis Center adheres to the current version of the ISE-SAR Functional Standard for its suspicious activity reporting (SAR) process, including the use of a standard reporting format and commonly accepted data collection codes and a sharing process that complies with the ISE-SAR Functional Standard for suspicious activity potentially related to terrorism.

7.05 Information disclosed or shared by the Vermont Information & Analysis Center will have labeling consistent with Section 4.60 regarding DHS classifications.

7.07 To delineate protected information shared through the ISE from other data, the Vermont Information & Analysis Center maintains records of agencies sharing terrorism-related information, audit logs, and employs system mechanisms to identify the originating agency when the information is shared.

7.09 The Center may disclose or share information with a validity expiration date. This date may be shorter than the retention period of the Center. The label will indicate after the expiration date, the information considered obsolete and the recipient shall destroy their copies of the information. The Center will consider labeled documents beyond the expiration date as having met notification requirements associated with section 5.40(a).

7.10 Sharing information within the Vermont Information & Analysis Center and with Other Justice System Partners.

(a) Access to information retained by the Vermont Information & Analysis Center will only be provided to persons within the Vermont Information & Analysis Center or Authorized Persons of an Authorized Agency, when person has provided explanation why the information is needed in their performance of official duties. Simply state those who showed "A Right to know, and a Need to know".

(b) An audit trail will be kept of requests by, or dissemination of, information to such persons.

(c) Systems such as the Criminal Intelligence data base may be access by Non Center Authorized Users, only when the system is capable of providing an
audit trail to the intelligence administrators in the Center. An audit trail will be kept of access by, usage, modification and dissemination of information.

7.20 Sharing Information with Those Responsible for Public Protection, Safety, or Public Health

(a) The Vermont Information & Analysis Center may authorize the release of information retained by the Vermont Information & Analysis Center to be disseminated to individuals, as defined in Section 7.10 and individuals in the public or private entities only for public protection and safety only in the performance of official duties in accordance with applicable laws and procedures.

(b) An audit trail will be kept of the access by or dissemination of information to such persons.

7.30 Sharing Information for Specific Purposes

(a) Information gathered and retained by the Vermont Information & Analysis Center may be disseminated for specific purposes upon request by persons authorized by law to have such access and only for those users or purposes specified in the law.

(b) The agency shall not confirm the existence or nonexistence of information to any person or agency that would not be eligible to receive the information itself.

(c) An audit trail will be kept for a minimum of 5 years of the persons requesting data and of what type of information was disseminated to them.

7.40 Disclosing Information to the Public in the aid of Investigation

(a) Information gathered and retained by the Vermont Information & Analysis Center may be disclosed to a member of the public or media only if the information is defined by law to be a public record: or information that may be protected, but can be released in the aid of an investigation or public safety as defined by Vermont law. Vermont's public information law is governed by VT Title 1, Chapter 5, V.S.A 317-338. This is to include Motor Vehicle license photos as established by VT Title 23 V.S.A 104 and the Vermont Driver Privacy Protection Policy.

(b) The Vermont Information & Analysis Center shall not confirm the existence or nonexistence of information to any person or agency that would not be eligible to receive the information itself.

(c) An audit trail will be kept of all requests and of what information is to be disclosed to a member of the public or media.

7.45 Information gathered or collected and records retained by the Center will not be:
(a) Sold, published, exchanged, or disclosed for commercial purposes.

(b) Disclosed or published without prior notice to the originating agency that such information is subject to disclosure or publication, unless disclosure is agreed to as part of the normal operations of the agency.

(c) Disseminated to persons not authorized to access or use the information.

7.50 Disclosing Information to the Individual about Whom Information Has Been Gathered

(a) Upon satisfactory verification (fingerprints) of his or her identity and subject to the conditions specified in (c), an individual is entitled to know the existence of and to review the information about him or her that has been gathered and retained by the Vermont Information & Analysis Center. The individual may obtain a copy of the information for the purpose of challenging the accuracy or completeness of the information. The Vermont Information & Analysis Center's response to the request for information will be made to the requesting individual by the Department of Public Safety's General Counsel or the Vermont Information & Analysis Center's Privacy Officer within a reasonable amount of time (thirty (30) days) and in a form that is readily intelligible to the individual. If the information does not originate with the VTFC, the requestor will be referred to the originating agency, if appropriate or required, or the center will notify the source agency of the request and its determination that disclosure by the VTFC or referral of the requestor to the source agency was neither required nor appropriate under applicable law.

(b) The existence, content, and source of the information will not be made available to an individual if exempt by Vermont Title 1 V.S.A 315-320, or by the exemptions as provided by Vermont Title 9 V.S.A 2435 sections (2) and (3), when:

(1) Disclosure would interfere with, compromise, or delay an ongoing investigation or prosecution;

(2) Disclosure would endanger the health or safety of an individual, organization, or community;

(3) The information is in a criminal intelligence system, or;

(4) The information relates to Title 20, Chapter 117, Section 2056f (Dissemination of criminal history records and criminal convictions records to an individual);

(5) The information is the property of a source that does not reside within the Vermont Information & Analysis Center

(c) If an individual has objections to the accuracy or completeness of the information retained about him or her, the individual shall submit the objection to the Commander of the Vermont Information & Analysis Center at the
following e-mail address: vtfusion@dps.state.vt.us. The Commander shall in turn forward the complaint to the Vermont Information & Analysis Center's Privacy Officer and the Department of Public Safety's General Counsel. The Privacy Officer will notify the person filing the objection that the complaint has been received within thirty (30) days. The individual will be given reasons if requests for correction are denied. The individual will also be informed of the procedure for appeal when the Center has declined to correct challenged information to the satisfaction of the individual about whom the information relates.

(d) A record will be kept of all requests and of what information is disclosed to an individual.