

Anne Arundel County Volunteer Firefighters Association Length of Service Award Program (LOSAP)

Privacy Act Statement

Agency: Anne Arundel County Volunteer Firefighters Association

Authority : Anne Arundel County Code, Article 12, Section 12-1-307;
Maryland Tax Code, Section 10-208

Action: Collection and Retention of Personal Identifying Information

Definition: The collection of Personal Identifying Information (PII) under this program is used solely to maintain the records of the Anne Arundel County Length of Service Awards Program (LOSAP) and to determine an individual's eligibility for the Maryland Income Tax subtraction benefit for volunteers. The information collected includes: Full name (to Include First, Middle, and Last Name), Social Security Number, complete Mailing Address, Anne Arundel County Fire Department Badge Number, Date of Birth, Phone Number, Date of Membership, Company number, and Date of Termination.

Use: The Anne Arundel County Volunteer Firefighters Association maintains a web-based computer application (vendor managed and hosted, that utilizes standard acceptable methods of encryption and secured communication) that will contain the Personal Identifying Information for the purpose of reporting activity of a qualified active volunteer member of an Anne Arundel County volunteer fire company. This data collection is necessary to measure a member's eligibility to receive benefits under the Anne Arundel County LOSAP program and the Maryland Income Tax Incentive Program. The State of Maryland further requires the Social Security Number, Full Name, and Address of any member that is issued a Maryland Income Tax Incentive Program Form (MSFA-P.2.2), so that it may match and verify the proper use of the deduction by the taxpayer.

Collection Requirement and Effect: The submission of the information is considered mandatory. Failure to provide the identifiable information shall prohibit the Anne Arundel County Volunteer Firefighters Association from qualifying a member's eligibility for receiving the LOSAP or Maryland Income Tax benefits.

Access: The LOSAP Coordinator for the Anne Arundel County Volunteer Firefighters Association will maintain the list of Company Coordinators that have been authorized access to Personal

Identifiable Information for members of their respective fire company. The LOSAP Coordinator and the web application vendor will regularly monitor and review security logs for unauthorized access of information. LOSAP Coordinators for each member company will submit the monthly activity for the members of their respective companies. The Station LOSAP Coordinators will also enter new members, maintain activity records of current members and remove members that are no longer affiliated with their companies. Station LOSAP Coordinators, after their initial entry of members' Personal Identifying Information, will no longer have access to view or edit either the Social Security Number or Date of Birth of a member. Any individual member may request, from the AACVFA LOSAP Coordinator, a review of any Personal Identifying Information or activity data that has been recorded for them.

Dissemination: The LOSAP Coordinator for the Anne Arundel County Volunteer Firefighters Association will provide reports to each Company Coordinator on a scheduled basis and produce end of year reports for verification and certification by each member company prior to certification to Anne Arundel County for LOSAP and the Comptroller's office of the State of Maryland for the Maryland Income Tax Subtraction Benefit.

Penalties: The Anne Arundel County LOSAP Coordinator and each Company Coordinator will be held responsible for the collection, dissemination, and proper handling of Personal Identifiable Information. Failure may result in punishment pursuant to local, state and federal laws.

Adopted 9/1/2013