



Virginia Data Stewards Group

Meeting Minutes

May 15th, 2025

VITA Training Room – Boulders Building VII

7325 Beaufont Springs Drive,

Richmond, Virginia 23225

1:00 p.m. – 3:00 p.m.

Board Member Attendees:

Chris Burroughs, *Office of Data Governance and Analytics*

Carrie Thompson, *Virginia Office of Children's Services*

Angela Kepus, *Virginia State Police*

Tracey Jenkins, *Virginia Department of Criminal Justice Services*

Matt Dalon, *Virginia Department of Conservation and Recreation*

Warren Shearin, *Virginia Department of Fire Programs*

Doreen Richmond, *Virginia Department of Wildlife Resources*

Ron Parrish, *Virginia Department of Education*

Jessica Schneider, *Virginia Department of Juvenile Justice*

Carol Wells Bazzichi, *Virginia Department of Education*

Amy Hoffman, *Virginia Department of Emergency Management*

Susan Collins, *Virginia Department of Emergency Management*

Rose Lawhorne – *Virginia Department of Environmental Quality – (virtual attendee due to health condition. Attended from home in Virginia)*

Dhara Amin- *Virginia Department of Juvenile Justice- Absent*

Robin Sheldon- *Virginia Department of Motor Vehicles- Absent*

Baron Blakely- *Virginia Department of Criminal Justice Services- Absent*

Welcome and Opening Remarks

Roll Call and Data Stewards Group Order of Business

ODGA Announcements and Updates

Break

Purview Update (TAX)

Member/Public Comment

Closing Remarks

Adjournment

Motions

Motion 1: Approval of Previous Data Stewards Group Meeting Minutes (October 2024).

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Approval of meeting minutes were discussed.

Motion Accepted: Motion moved by Matt Dalon and seconded by Tracey Jenkins. Motion carried by unanimous vote.

Motion 2: Approval of the Date for the Next Data Stewards Group Meeting.

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: The members discussed and voted on the date of October 22nd, 2025, for the next Data Stewards Group meeting.

Motion Accepted: Motion moved by Rose Lawhorne and seconded by Ron Parrish. Motion carried by unanimous vote.

Agenda



Agenda Item 1: Welcome and Opening Remarks, 1:00 PM – 1:01 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Chris Burroughs welcomed all attendees and introduced herself.

Decision: N/A

Agenda Item 2: Roll Call & DSG Order of Business, 1:01 PM – 1:04 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Chris Burroughs reviewed the meeting agenda and discussed the purpose of the Data Stewards Group in relation to the Virginia Code. The group accepted the previous meeting minutes and determined a date for the next meeting. Other topics that will be discussed will include the governance Dissemination Act, data standards, and best practices for curating data.

Decision: Two motions were approved. Please refer to motions one and two at the top.

Agenda Item 3: ODGA Announcements & Updates, 1:04 PM – 2:13 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Mike McDonald, OpenGov Director of Customer Success

Discussion: As of May 12th, 2025, the Office of Data Governance and Analytics (ODGA) officially integrated with the Virginia Information Technologies Agency (VITA). ODGA will maintain its leadership, branding, services, and funding. VITA will assist ODGA with administrative items such as HR and facilities. The Data Governance Awards were launched to recognize agency progress in the Commonwealth's data governance efforts. Executive Branch Data Trust members are encouraged to enter their information on the application to receive scorecard points, reflecting their data governance maturity. Participating agencies may receive digital recognition stickers for display on their websites. Registration is now open for the 2025 Dataversity scholarship program, which provides access to more than 1,000 courses. Metrics from last year's participation were reviewed by Chris, highlighting strong engagement and the program's ongoing value for professional development. ODGA continues to host a series of public Lunch and Learn sessions, covering topics such as: data strategy, data stewardship, SQL queries, structured data scanning, and more. These sessions are designed to enhance data literacy and foster a culture of continuous learning across agencies. The ODGA Resource Page, available on the ODGA website, offers a wide range of support materials including sample policies, job descriptions, guidebooks, templates, and training materials. In addition, a set of data literacy refresher videos has been developed and made available to all Commonwealth of Virginia (COV) employees. ODGA is also working in partnership with



the Department of Human Resource Management (DHRM) to integrate these videos into the COV Learning Center (COVLC) for broader access.

Chris provided an overview of the Government Data Collection and Dissemination Practices Act, a longstanding but often overlooked regulation. Under the Virginia Code, ODGA is responsible for enhancing statewide compliance with this Act. Attendees received a summary of the Ten Guiding Principles, which all agencies are encouraged to review.

Additionally, Chris discussed the Web Privacy Policy and Data Subject Rights, emphasizing the importance of agency compliance. To support this, ODGA will collaborate with the Office of the Attorney General (OAG) to host a Lunch and Learn in July, focused on these legal and privacy topics.

ODGA has collected data inventory sheets from agencies across the Commonwealth and used this information to develop a centralized Data Catalog aimed at enhancing data sharing and collaboration. The catalog content has been compiled into a SharePoint list, to which agencies have access. During the meeting, Chris provided a live demonstration of the Data Catalog, highlighting how users can search for and locate datasets. It was noted that while the catalog enables data discovery, access to the actual data still requires submission of a business purpose and approval from the data owner. ODGA is available to assist agencies in navigating and facilitating this approval process.

The Virginia Open Data Portal continues to serve as a centralized platform for discovering and accessing public data across the Commonwealth. The portal supports standardization of datasets, improved data discoverability, visualization and storytelling, and API integration. Virginia currently holds the #1 open data portal in the nation based on the total number of datasets available, and it's continuously growing. Mike McDonald from OpenGov joined the discussion and shared a presentation and live demonstration of the OpenData platform, showcasing its capabilities to create, visualize, contextualize, and connect to data through user-friendly tools and features.

ODGA is currently developing a Common Data Model aligned with NIEM (National Information Exchange Model) standards to promote data interoperability and consistency across the Commonwealth. Agencies are not required to retrofit existing systems to conform to this model. However, adopting these standards moving forward is encouraged to facilitate easier and more effective data sharing. Phase one focuses on standardizing data elements related to person, address, and organization. Chris presented sample column structures and formatting guidelines to illustrate how these standards may be applied. During the discussion, several key concerns were raised, including:

- 1) Individuals may possess multiple Social Security Numbers (SSNs) due to various circumstances.
- 2) Manual data entry processes often result in elevated rates of user error.
- 3) In some cases, dummy digits are intentionally added to SSNs to protect sensitive information.
- 4) Address types should be clearly identified to distinguish between different address classifications (e.g., residential, mailing, business).



These concerns were acknowledged and will be taken into account as the model evolves. ODGA is committed to working collaboratively with all to refine this model. Feedback from agencies, combined with NIEM guidance, will inform the development of future standards for additional data elements used across the Commonwealth of Virginia.

Key Points covered:

- ODGA and VITA Integration
- Data Governance Awards
- Dataversity Scholarships
- ODGA Lunch & Learns
- ODGA Resources Page
- Data Collection and Dissemination Practices Act
- Data Catalog Demo
- Virginia Open Data Portal / OpenData
- Common Data Model

Decision: N/A

Break: 2:13 PM – 2:21 PM

Agenda Item 4: Purview Update, Virginia Department of Taxation (TAX), 2:21 PM – 2:39 PM

Presenter: Deepak Sadayampatti, TAX Data Scientist

Discussion: Deepak opened with an introduction and shared that the Virginia Department of Taxation (TAX) recently began its data governance efforts. With over 600 databases spanning various domains, the agency faced significant data silos and challenges in identifying and managing sensitive information. These factors served as key drivers behind TAX's decision to adopt Microsoft Purview as their data governance platform. The initial pilot phase demonstrated success in several areas, including:

- 1) Metadata curation
- 2) Establishing business glossary definitions
- 3) Visualizing data lineage

Throughout the pilot, the team developed standardized processes, such as playbooks and templates, to support repeatable and scalable implementation practices. Initially, there were concerns about the security implications of allowing Purview to scan servers directly. After exploring alternative solutions and conducting a comparative evaluation, TAX determined that the direct scan model offered the most efficient and secure approach.

- Comment from Marcus Thornton – Marcus noted that agency hesitation and concerns are common challenges frequently encountered by ODGA.
 - Deepak – One of the key challenges has been the misunderstanding that actual raw data is being exposed as part of the process. Once it's clarified that only metadata is being captured and shared, there tends to be greater acceptance and support. Additionally, while granting read access to databases can raise concerns, there are multiple ways to implement source-level access controls, which help mitigate risk and increase agency confidence in the approach.
- Comment from Anup Srikumar – Foundationally, another key challenge is developing a clear understanding of the role of data stewardship. Stewardship extends far beyond data collection – it involves ensuring that data is accurately named, and that both technical information and business terminology are correctly defined and aligned. It should extend from initial collection to its consumption.

Decision: N/A

Agenda Item 5: Member/Public Comment, 2:39 PM – 2:41 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Chris Burroughs reviewed topics that were discussed. A reminder was given for everyone to send their submissions for the Data Governance Awards and relay the information learned in regards to the Collection and Dissemination Practices Act. Chris reviewed calendar of events that ODGA have completed for 2025. Upcoming, ODGA continues to host Lunch and Learns, will speak with the COV Fellows Program, and the next Data Governance Council will be in August 2025. The floor was opened for discussion among members and the public.

- Comment from the public – Regarding the data literacy content that is available from ODGA, have there been any consideration of partnering with DHRM to blast these out so that all state employees can have access?
 - Chris Burroughs – they will be loaded into the COVLC tool.
 - Jessi Bailey – we're working with DHRM now, but no timeline is known of when it will be finished. In the meantime, we will share that information with all attendees and boards & councils.

Decision: N/A

Agenda Item 6: Closing Remarks, 2:41 PM – 2:41 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Chris Burroughs thanked everyone for their attendance.

Decision: N/A

Agenda Item 7: Adjourn, 2:41 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: The Data Stewards Group adjourned at 2:41 PM.

Decision: N/A

DRAFT

Data Stewards Group

May 2025



Agenda

1:00 p.m.- Welcome and Opening Remarks

Chris Burroughs, Director of Data Protection and Governance

1:05 p.m.- Roll Call and DSG Order of Business

1:15 p.m.- ODGA Announcements and Updates

2:15 p.m.- Break

2:20 p.m.- Purview Update (Tax)

2:35-2:45 p.m.- Member, Public Comment, Closing Marks, Adjourn

Data Stewards Group

Purpose

- Implement **data sharing** and analytics projects promoting data accessibility, sharing, and reuse, thereby reducing redundancy across the Commonwealth.
- Promote the collection and sharing of metadata by **registering data assets** in the Virginia Data Catalog
- Ensure **data quality** processes and standards are implemented consistently by agencies in the Commonwealth.

- Provide the Board and Council with technical subject matter expertise in support of data policies, standards, and best practices.
- Coordinate and resolve technical stewardship issues for standardized data.
- Provide communication and education to data users on the appropriate use, sharing, and protection of the Commonwealth's data assets.
- Liaise with agency project managers and information technology investment staff to ensure adherence to Commonwealth data standards and data sharing requirements.
- Support informed, data-driven decision making through compliance with Commonwealth data policies, standards, and best practices.

Related legislation: <https://lis.virginia.gov/cgi-bin/legp604.exe?212+ful+CHAP0314>

Meeting Purpose



Order of Business

- -Approve Meeting Minutes
- -Vote on Next Meeting
 - Wednesday, October 8th from 1:00-3:00 PM
 - Wednesday, October 22nd from 1:00-3:00 PM

Announcement: ODGA joins VITA

- As of May 10th, 2025, ODGA has integrated with VITA
- ODGA to maintain its leadership, branding, services, and continue to facilitate the Commonwealth Data Trust
- VITA Team to assist ODGA with administrative items, such as HR, facilities, etc.

By bringing together ODGA's leadership in data governance with VITA's expertise in technology services, we are better positioned to protect, manage, and leverage data in ways that enhance government operations and improve outcomes for all Virginians.

Governance

Data Governance Awards

Improve your data governance practices and compete for recognition!



Contest begins: **May 15**
Submissions Due: **July 3**
Winners announced: **July 30**

Categories:

- Small agency (less than 100 employees)
- Medium agency (100-500 employees)
- Large agency (over 500 employees)

Open to Data Trust Members only

| Data Governance Awards Checklist | | |
|------------------------------------|------------------------------|-----------------|
| | Criteria | Possible Points |
| Data Strategy | Y/N | 3 |
| Key policies | Per policy | 5 |
| Data Owner Training | Per # trained | 5 |
| Data Custodian Training | Per # trained | 5 |
| Data Steward Training | Per # trained | 5 |
| Submitted Data Catalog | Y/N | 5 |
| Purview scanned | Per database | 10 |
| Unstructured data scan | Per datasource type | 3 |
| Data quality baseline | % of databases scanned | 10 |
| Data in ODP | Y/N | 3 |
| # datasets with metadata | % of datasets with metadata | 10 |
| Data quality metrics | Y/N | 5 |
| Participate in Data Stewards group | Y/N | 3 |
| Up-to-date risk log | Y/N | 3 |
| Business glossary | Y/N | 3 |
| NIEM usage | % of datasets with NIEM defn | 20 |
| Data governance council - agency | Y/N | 2 |
| TOTAL POSSIBLE POINTS | | 100 |

2024 Dataversity Contract Update

- 1000+ Classes Available
- **241** classes completed vs 132 in 2023 contract
- **79** classes started
- Top 5 Learner Agencies
 - DSS
 - VSP
 - VDEM
 - DEQ
 - Tie: VDH and DOE

Most Popular Classes

- What is Data Management? (15)
- DG1: Getting Started Governing Data – The Data Governance Framework (14)
- DG2: Creating a Data Governance Operating Model (10)
- What is Data Governance? (10)
- DG3: Data Governance Roles and Responsibilities (8)

Lunch and Learn Series

February



Intro to Data Literacy Series Part 1

February 2025

Data Literacy content will be made available to agencies.

Audience: All employees



SQL Data Quality Workshop

February 19th, 2025 - 12:00-12:30 PM

Workshop for state employees to learn how to use SQL queries to check for common data quality issues.

Audience: Technical members of agency data teams.

[Register Here](#)

| Class | Attendees | Agencies | External | Value Survey Results |
|--------------------------------|-----------|--|---|----------------------|
| Data Quality Tool | 54 | DBHDS, MRC, DOE, DEQ, VSP, TAX, VITA, VDEM, DMV, DHCD, SCHEV, DWR, DMAS, DCJS, VDH, DGS, DOA, VEC, VSDB | San Antonio, Dumfries, Arlington | 85% |
| Data Catalog Demo | 35 | DMV, VITA, VIPC, DSS, VSP, VCA, TRS, DCJS, TAX, VDOT, VDH, VEC, DPOR, DEQ, DWR | Roanoke, Dumfries, | 96% |
| Data Strategy | 46 | VDEM, SCB, VCCS, DMAS, DBVI, DHP, VSP, DBHDS, DEQ, TAX, VITA, DSS, VIPC, VSCC, DHCD, VCA, DWR, VDOT, ENERGY, DMV | Arlington, Roanoke | 97% |
| Data Stewardship | 29 | TRRC, DCJS, VDEM, VSP, DBHDS, VDOT, ENERGY, TRS, DGS, DBVI, VARETIRE, VITA, VCSS | Virginia Beach, Fairfax County, San Antonio | 100% |
| SQL Data Quality | 32 | VSP, TRRC, DMV, ENERGY, VITA, DBHDS, DEQ, DCJS, DGS, DBVI, VDOT, MRC | Virginia Beach, Fairfax | 95% |
| Structure Data Scanning | 16 | VDOT, DBVI, VSP, VITA, ENERGY | None | 100% |



5/29/2025

ODGA Data Governance Resources

Sample Policies

- NEW [COV Data Retention Policy Template](#)
- NEW [COV Data Security Policy Template](#)
- NEW [COV Data Privacy Policy Template](#)
- [COV Data Quality Standards](#)
- [COV Data Quality Policy Template](#)
- [COV Metadata Policy Template](#)
- [COV Data Governance Policy](#)
- [COV Data Stewardship Policy](#)

Sample Job Descriptions

- [Data Analyst Job Description](#)
- [Data Curation Analyst Job Description](#)
- [Data Steward Job Description](#)
- [Data Governance Lead Job Description](#)
- [Data Engineer Job Description](#)
- [Data Scientist Job Description](#)

Guidebooks

- [ODGA at a Glance](#)
- NEW! [Data Inventory Template](#)
- NEW! [Business Glossary Sample Terms Guidebook](#)
- NEW! [Data Quality Sample Rules Guidebook](#)
- [Records Management Best Practices](#)
- [Understanding PII Guidebook](#)
- [Data Modeling Guidebook](#)
- [Data Quality SQL Scripts](#)
- [AI Data Readiness Checklist](#)
- [Protecting Structured Data Guidebook](#)
- [BI Reporting Governance Guidebook](#)
- [Protecting Unstructured Data Guidebook](#)
- [Data Governance Council Guidebook](#)
- [Data Strategy Example](#)
- [Data Governance RACI Template](#)
- [Data Risk Register Template](#)
- [Risk Assessment Template](#)
- [Data Governance Guidebook](#)
- [Data Governance Balanced Scorecard](#)
- [Data Literacy Training Video Job Aid](#)
- [How to Host a Datathon](#)

Training

- NEW [Data Literacy: Master the Language of Data Visualizations, Part 1](#)
- NEW [Data Literacy: Misleading Charts, Part 2](#)
- NEW [Posters: The 6 Dimensions of Data Quality](#)
- [Data Governance Roles](#)
- [ASU Data Literacy Course](#)
- [Data Governance Role Posters](#)
- [Data Camp Data Storytelling Cheat Sheet](#)
- [Data Camp Data Quality Dimensions Cheat Sheet](#)
- [Data Camp Data Governance Cheat Sheet](#)
- [Data Camp Data Visualization Cheat Sheet](#)
- [What is NIEM](#)

New Resource Page Content

Guidebooks

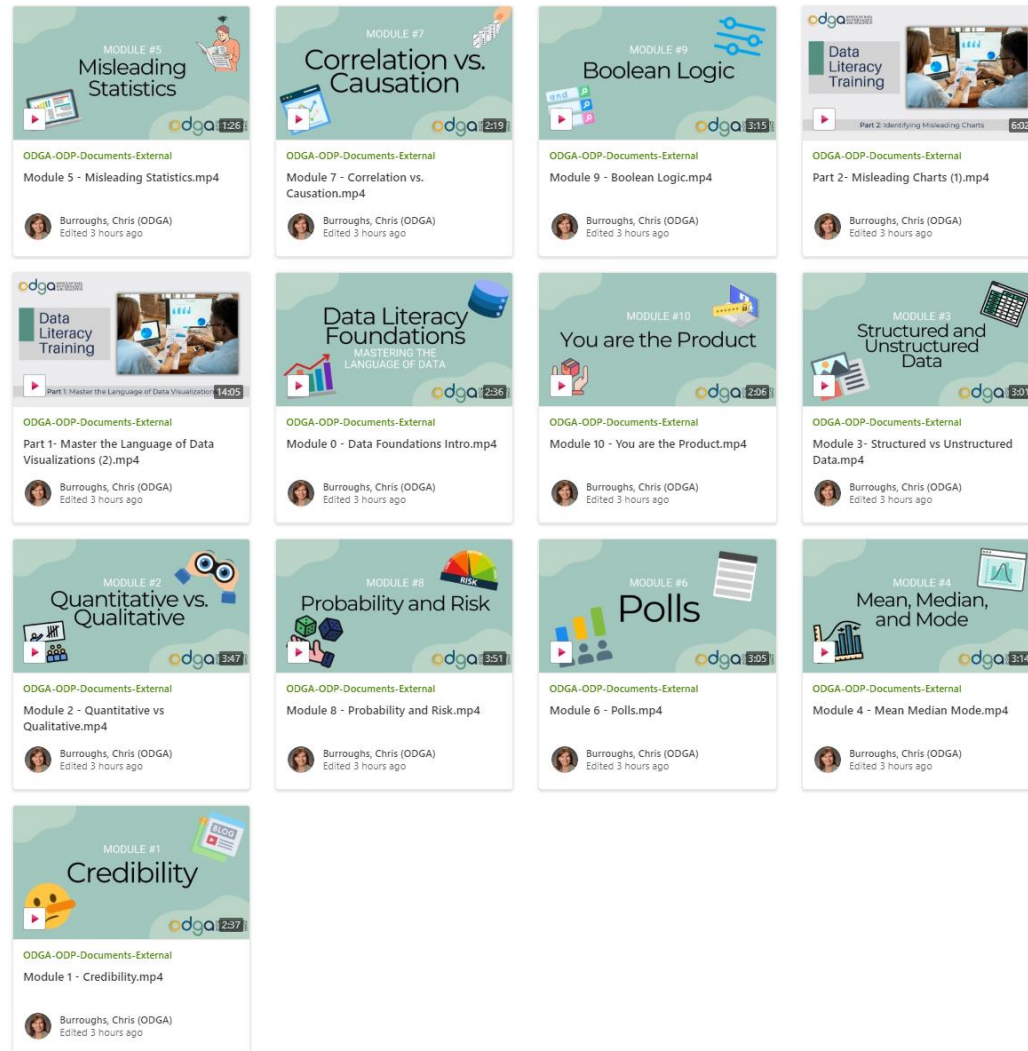
- Understanding PII
- Data Modeling
- AI Data Readiness Checklist
- Data Inventory Template
- Business Glossary Same Terms
- Data Quality Sample Rules

Other Resources

- Data Literacy Video Series

Data Literacy Update

Data Literacy



Future

- Gen AI Literacy
- Data Protection
- Data for Executives
- Intermediate Data Literacy

5/29/2025

Introducing the Government Data Collection and Dissemination Practices Act

§ 2.2-203.2:4 - ODGA is defined as having the following purpose:

“The purpose of the Office shall be to (i) improve compliance with the Government Data Collection and Dissemination Practices Act (§ 2.2-3800 et seq.)”

Today's Focus

- Principles
- Privacy Policy
- Data Subject Rights



GDCDPA Principles § 2.2-3800

1. There shall be **no personal information** system whose **existence is secret**.
2. Information shall not be collected unless the **need** for it has been clearly **established** in advance.
3. Information shall be appropriate and **relevant to the purpose** for which it has been collected.
4. Information shall **not be obtained by fraudulent or unfair** means.
5. Information shall **not be used unless it is accurate and current**.
6. There shall be a **prescribed procedure** for an individual **to learn the purpose** for which information has been recorded and particulars about its use and dissemination.
7. There shall be a clearly prescribed and uncomplicated **procedure** for an individual **to correct, erase or amend** inaccurate, obsolete or irrelevant information.
8. Any agency holding personal information shall **assure its reliability** and take precautions to prevent its misuse.
9. There shall be a clearly prescribed **procedure** to prevent personal information collected for one purpose from being used or **disseminated for another purpose** unless such use or dissemination is authorized or required by law.
10. The Commonwealth or any agency or political subdivision thereof **shall not collect personal information** except as explicitly or implicitly **authorized by law**.

Web Privacy Policy Required



- “ Every public body, as defined in § 2.2-3701, that has an Internet website associated with that public body shall develop an Internet privacy policy and an Internet privacy policy statement that explains the policy to the public.
- The policy shall be consistent with the requirements of this chapter. The statement shall be made available on the public body's website in a conspicuous manner.”

Data Subject Rights

Code of Virginia

- In the Rights of data subjects' section of the Data Collection and Dissemination Practices Act it says:
2.2-3806 – [Any agency maintaining personal information shall] “Give notice to a data subject of the possible dissemination of part or all of this information to another agency, nongovernmental organization or system not having regular access authority, and indicate the use for which it is intended, and the specific consequences for the individual, which are known to the agency, of providing or not providing the information. However documented permission for dissemination in the hands of the other agency or organization shall satisfy the requirement of this subdivision. The notice may be given on applications or other data collection forms prepared by data subjects.”
- In § 2.2-203.2:4 of the Code where ODGA was established, it says
“G. The Office shall be considered an agent of any state agency in the executive branch of government that shares information or data with the office and shall be an authorized recipient of information under any statutory or administrative law governing the information or data. Interagency data shared pursuant to this section shall not constitute a disclosure or release of information or data under any statutory or administrative law governing the information or data.”

OAG Opinion

“We interpret Va. Code § 2.2-203.2:4 G to mean that the sharing of interagency data through the Data Trust **does not** subject ODGA or **the original agency** who submitted the data for transfer through the Trust to the notice requirement in Va. Code § 2.2-3806 A2.2 This interpretation accords with the plain meaning of § 2.2-203.2:4 G, is consistent with the statutory purpose of ODGA (Va. Code § 2.2-203.2:4 B), and is consistent with the duties and powers of ODGA (Va. Code § 2.2-203.2:4 C).”

“It makes sense to think of the requirement to notify data subjects as the “default rule.” There is an exception to that default rule when interagency data is shared pursuant to the terms of Section 2.2-203.2:4 G (i.e., through the Data Trust). So, if an agency shares data outside the data trust, it doesn’t qualify for the exception and the default rule applies. Likewise, if an agency shares data through the Data Trust, but it’s not “interagency data,” it doesn’t qualify for the exception and the default rule applies.”



Join us on July 16th for a Lunch and Learn on this topic

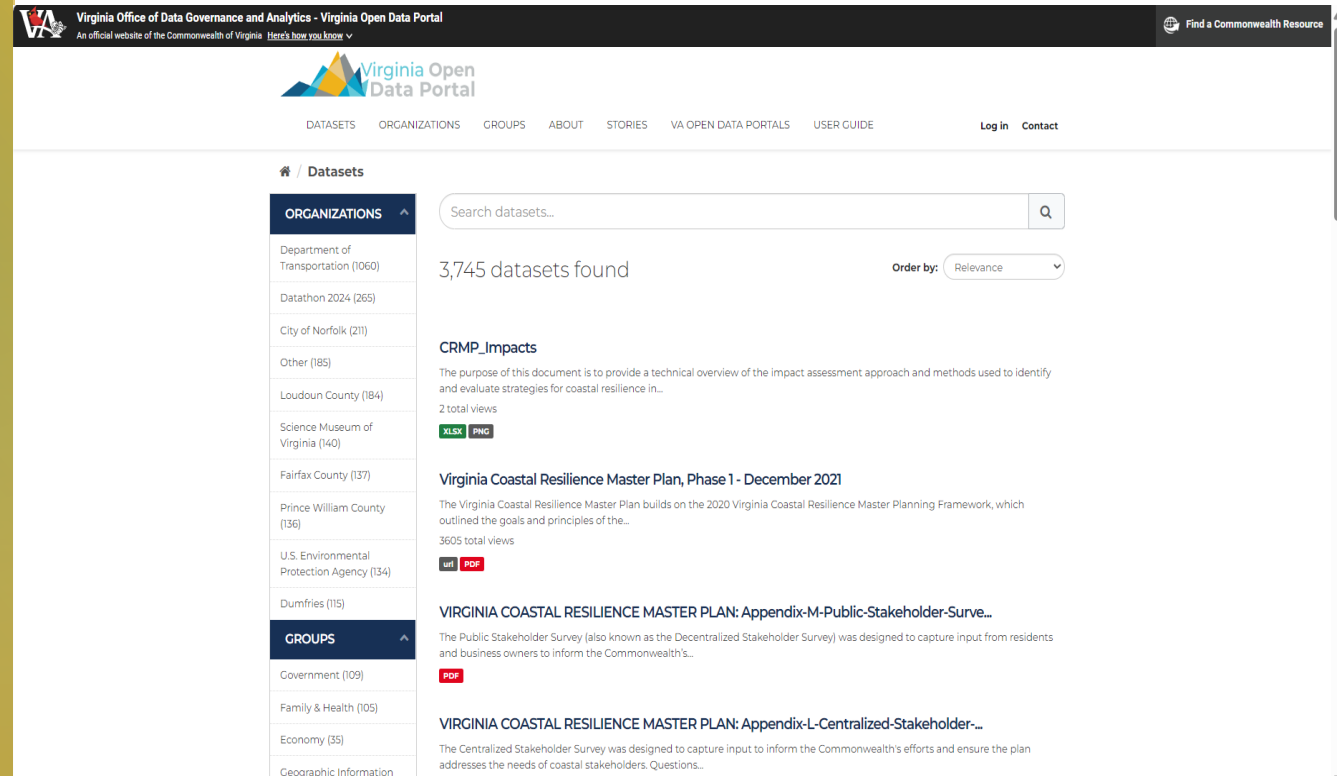
5/29/2025

Data Catalog Demo

Leverage the Open Data Portal

- Centralized Access
- Standardization
- Searchability and Discovery
- Community Engagement
- Promotion of Data Use
- Enhanced Features

Data.Virginia.Gov



Virginia Office of Data Governance and Analytics - Virginia Open Data Portal
An official website of the Commonwealth of Virginia [Here's how you know](#) ▼ [Find a Commonwealth Resource](#)

Virginia Open Data Portal

DATASETS ORGANIZATIONS GROUPS ABOUT STORIES VA OPEN DATA PORTALS USER GUIDE [Log in](#) [Contact](#)

Datasets

ORGANIZATIONS ^

- Department of Transportation (1060)
- Datathon 2024 (265)
- City of Norfolk (271)
- Other (185)
- Loudoun County (184)
- Science Museum of Virginia (140)
- Fairfax County (137)
- Prince William County (136)
- U.S. Environmental Protection Agency (134)
- Dumfries (115)

GROUPS ^

- Government (109)
- Family & Health (105)
- Economy (85)
- Geographic Information

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CRMP_Impacts
The purpose of this document is to provide a technical overview of the impact assessment approach and methods used to identify and evaluate strategies for coastal resilience in...
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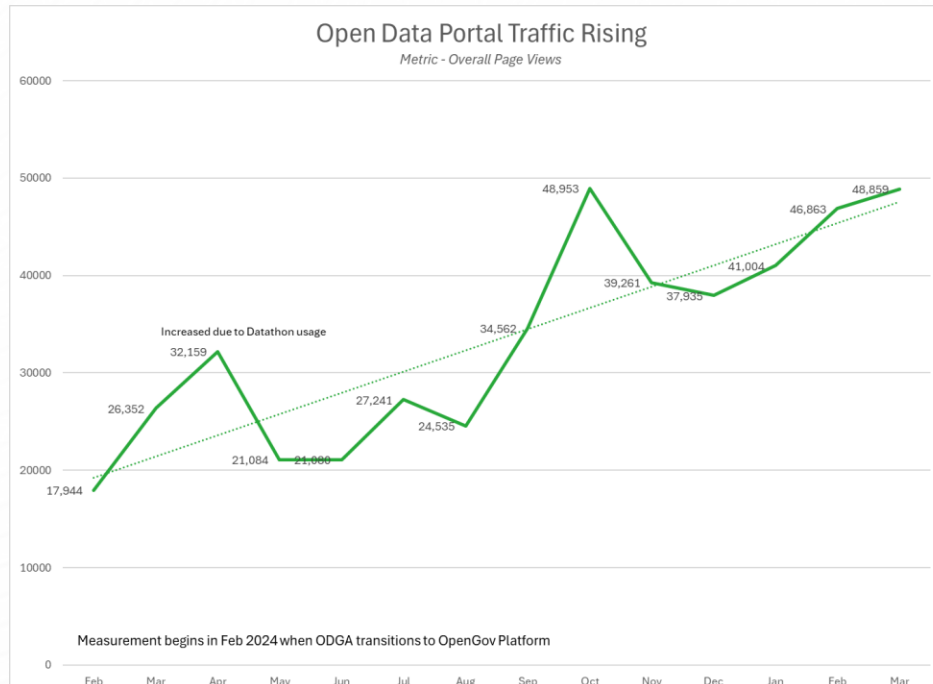
Virginia Coastal Resilience Master Plan, Phase 1 - December 2021
The Virginia Coastal Resilience Master Plan builds on the 2020 Virginia Coastal Resilience Master Planning Framework, which outlined the goals and principles of the...
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VIRGINIA COASTAL RESILIENCE MASTER PLAN: Appendix-M-Public-Stakeholder-Surve...
The Public Stakeholder Survey (also known as the Decentralized Stakeholder Survey) was designed to capture input from residents and business owners to inform the Commonwealth's...
[PDF](#)

VIRGINIA COASTAL RESILIENCE MASTER PLAN: Appendix-L-Centralized-Stakeholder-
The Centralized Stakeholder Survey was designed to capture input to inform the Commonwealth's efforts and ensure the plan addresses the needs of coastal stakeholders. Questions...

Open Data Portal is Growing

- **14,410** in April 2025 vs 2,100 datasets in Aug 2024 (686% increase)
- **#1** Open Data Portal in US based on total datasets



| Agency | Dataset Count |
|--------|---------------|
| VDOT | 5,974 |
| SMV | 140 |
| VDH | 129 |
| DOE | 101 |
| DEQ | 91 |
| DHCD | 73 |
| LVA | 55 |
| VTC | 41 |
| DCR | 34 |
| DRPT | 25 |
| OIPI | 24 |
| DWR | 13 |
| SCC | 13 |
| DGS | 10 |
| MRC | 3 |
| VSP | 2 |

Common Data Model – Person Standard

Key Points

- “Go forward” standard
- No need to change existing systems. New systems should follow the standard.
- Gradual migration to standard definitions and rules
- Begin moving to NIEM standards

| Column Name | NIEM Mapping | Data Type | Description | Business Rules or Constraints |
|------------------------|----------------------------|--------------|---|--|
| Person Standard | | | | |
| Person ID | nc:PersonID | Integer (PK) | Unique identifier for each person. | Primary Key, Auto-increment Must be unique and immutable. |
| Person Name | nc:PersonFullName | VARCHAR(100) | A combination of names and/or titles by which a person is known. | Required |
| First Name | nc:PersonGivenName | VARCHAR(100) | A first name of a person | Required |
| Middle Name | nc:PersonMiddleName | VARCHAR(100) | A middle name of a person | Optional |
| Last Name | nc:PersonSurName | VARCHAR(100) | The person's last name. | Required |
| Suffix | nc:PersonNameSuffixText | VARCHAR(10) | A term appended after the family name that qualifies the name. | Optional |
| Prefix | nc:PersonSurNamePrefixText | VARCHAR(10) | A prefix that precedes this person's family name such as Van, Von | Optional |
| Date Of Birth | nc:PersonBirthDate | DATE | A date a person was born | Optional Format: YYYY-MM-DD |
| Gender | nc:PersonSexText | CHAR(1) | A gender or sex of a person | Optional. Values defined in a controlled vocabulary (e.g., M, F, X) |
| SSN | nc:SocialSecurityNumber | CHAR(11) | Social Security Number, formatted as XXX-XX-XXXX. | Unique, Optional May have masking/redaction rules. |
| Email Address | nc:ElectronicAddress | VARCHAR(255) | The person's primary email address. | Unique, Optional. Must be a valid URL |
| Phone Number | nc:TelecommunicationNumber | VARCHAR(15) | The person's primary phone number. | Optional. May include various phone types (home, mobile, work). |

Common Data Model – Address Standard

| Address Standard | | | | |
|------------------|------------------|--------------|--|--|
| Address ID | nc:AddressID | Integer (PK) | Unique identifier for each address. | Primary Key, Auto-increment Must be unique and immutable. |
| Street Address | nc:StreetAddress | VARCHAR(255) | The street address (e.g., 123 Main St). | Required |
| City | nc:LocalityName | VARCHAR(100) | The city where the address is located. | Required |
| State | nc:StateCode | CHAR(2) | A state, commonwealth, province, or other such geopolitical subdivision of a country | Required |
| State Name | nc:StateName | VARCHAR(100) | A name of a state, commonwealth, province, or other such geopolitical subdivision of a country | Required |
| Zip Code | nc:PostalCode | VARCHAR(10) | The ZIP or postal code. | Required |

Common Data Model – Organization Standard

| Organization Standard | | | | |
|-----------------------|----------------------------------|--|---|--|
| Organization ID | nc:OrganizationIdentification | Integer (PK) | An identification that references an organization. | Primary Key, Auto-increment Must be unique and immutable. |
| Organization Name | nc:OrganizationName | VARCHAR(255) | The name of the organization. | Required |
| Organization Type | nc:OrganizationType | VARCHAR(50) ENUM('Government', 'Business', 'Non-Profit', 'Other') | A unit which conducts some sort of business or operations. | Required |
| Tax ID | nc:OrganizationTaxIdentification | CHAR(9) | A tax identification assigned to an organization. | Unique, Optional |
| Address ID | nc:AddressID | Integer (FK) | Foreign key linking to the Address table. | Optional |
| Address | nc:ContactMailingAddress | VARCHAR(255) | A postal address by which a person or organization may be contacted. | Optional |
| Phone Number | nc:ContactTelephoneNumber | VARCHAR(15) | A telephone number for a telecommunication device by which a person or organization may be contacted. | Optional |
| Email Address | nc:ContactEmailID | VARCHAR(255) | An electronic mailing address by which a person or organization may be contacted. | Optional. Must be a valid URL |

Purview

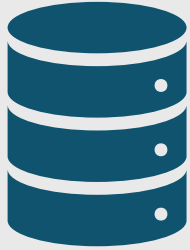
Deepak

Virginia Department of Taxation

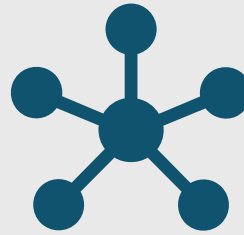
Insights and Best Practices from Our Data Curation Journey

May 15, 2025

Challenges Faced by the Organization



600+ databases across multiple business Domains & Environments



Fragmented Data and Limited Visibility:

Data silos and lack of transparency hinder efficient data access, sharing, and management across the organization.



Compliance and Risk Management Challenges:

Difficulty tracking sensitive data increases compliance risks and complicates regulatory reporting.

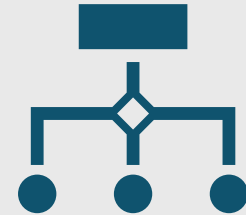
Pilot Phase - Key Wins with Purview



10% of the Data Curated for the Pilot Databases



100+ Glossary terminologies for Tax forms and Revenue Management system



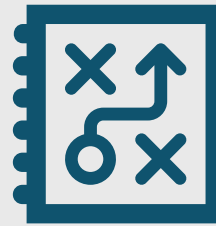
Improved Data Lineage visibility

Lessons Learned and Best Practices



Start Small, Scale Gradually:

Focus on high-priority data sources first.



Develop a Playbook:

Develop a step-by-step playbook to guide the phased rollout, from stakeholder engagement to onboarding and validation



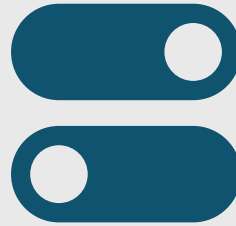
Leverage Automation & Templates:

Create templates to engage teams, streamline database shortlisting, automate column descriptions, and standardize business glossary definitions

Challenges and How We Overcame Them



Concerns about allowing Purview to **directly scan servers** due to **potential security and access risks**



As an alternative, the team considered **exporting metadata manually** and sharing it with Purview for **ingestion**.

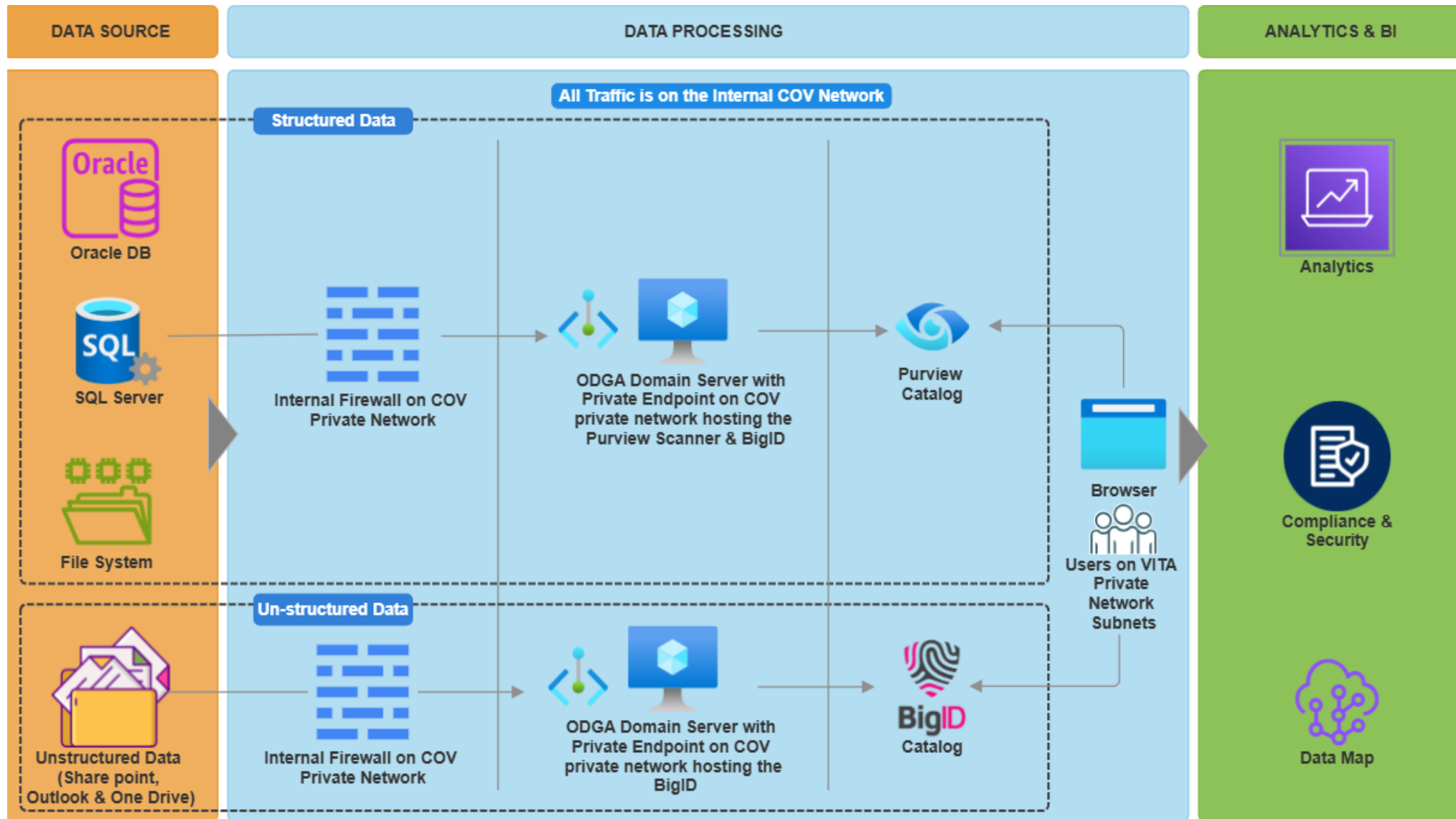


We weighed the **pros and cons** carefully and chose to move forward with Purview's direct scanning approach.

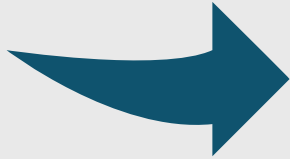
Comparative Analysis

| Category | Purview Direct Scanning | Meta Data Share |
|---------------------|---|--|
| Setup | Very Easy to set up (plug-and-play) | Difficult to setup (additional custom development/ resources/ skillset needed) |
| Flexibility | Extremely Flexible (with multiple supported data sources and files) | Low Flexibility (requires custom development for different data sources) |
| Performance Impact | High for initial setup (can be Incremental scans to limit impact later) | High for initial setup (through API). Limited impact on Purview |
| Security | Requires direct DB access | No access to DB |
| Automation | Fully automated | Manual or semi-automated |
| Feature Integration | Native classification/lineage/connectors | Limited unless custom-built |
| Scalability | Highly scalable with Purview ecosystem | Difficult to scale |

Winner in that Category



What's Next for Our Data Governance ?



Expand the initiative to all databases through a phased rollout



Implement Data Loss Prevention (DLP) by classifying and protecting sensitive information



Scale this initiative to Unstructured data

Next Steps



Calendar of Events

Recent

- Virginia Datathon (April 2025)
- Lunch and Learns: Metadata Management/Business Glossaries, Data Protection Workshop, Data Steward Training, Power BI Basics
- Data Governance Council (April 2025)
- NASCIO Awards

Upcoming

- Lunch and Learns: Virginia Open Data Portal Workshop, Understanding Gov't Data Collection & Dissemination Practices Act
- COV Fellows Program: Data Governance
- Data Governance Council Meeting (August 2025)

Questions?

Government Data Collection and Dissemination Practices Act

§ 2.2-3800. Short title; findings; principles of information practice

A. This chapter may be cited as the "Government Data Collection and Dissemination Practices Act."

B. The General Assembly finds that:

1. An individual's privacy is directly affected by the extensive collection, maintenance, use and dissemination of personal information;
2. The increasing use of computers and sophisticated information technology has greatly magnified the harm that can occur from these practices;
3. An individual's opportunities to secure employment, insurance, credit, and his right to due process, and other legal protections are endangered by the misuse of certain of these personal information systems; and
4. In order to preserve the rights guaranteed a citizen in a free society, legislation is necessary to establish procedures to govern information systems containing records on individuals.

C. Recordkeeping agencies of the Commonwealth and political subdivisions shall adhere to the following principles of information practice to ensure safeguards for personal privacy:

1. There shall be no personal information system whose existence is secret.
2. Information shall not be collected unless the need for it has been clearly established in advance.
3. Information shall be appropriate and relevant to the purpose for which it has been collected.
4. Information shall not be obtained by fraudulent or unfair means.
5. Information shall not be used unless it is accurate and current.
6. There shall be a prescribed procedure for an individual to learn the purpose for which information has been recorded and particulars about its use and dissemination.
7. There shall be a clearly prescribed and uncomplicated procedure for an individual to correct, erase or amend inaccurate, obsolete or irrelevant information.
8. Any agency holding personal information shall assure its reliability and take precautions to prevent its misuse.
9. There shall be a clearly prescribed procedure to prevent personal information collected for one purpose from being used or disseminated for another purpose unless such use or dissemination is authorized or required by law.
10. The Commonwealth or any agency or political subdivision thereof shall not collect personal information except as explicitly or implicitly authorized by law.

1976, c. 597, §§ 2.1-377, 2.1-378; 1987, c. 506; 2001, c. [844](#); 2003, cc. [791](#), [914](#), [918](#), [927](#); 2009, cc.

§ 2.2-3801. Definitions

As used in this chapter, unless the context requires a different meaning:

"Agency" means any agency, authority, board, department, division, commission, institution, bureau, or like governmental entity of the Commonwealth or of any unit of local government including counties, cities, towns, regional governments, and the departments thereof, and includes constitutional officers, except as otherwise expressly provided by law. "Agency" shall also include any entity, whether public or private, with which any of the foregoing has entered into a contractual relationship for the operation of a system of personal information to accomplish an agency function. Any such entity included in this definition by reason of a contractual relationship shall only be deemed an agency as relates to services performed pursuant to that contractual relationship, provided that if any such entity is a consumer reporting agency, it shall be deemed to have satisfied all of the requirements of this chapter if it fully complies with the requirements of the Federal Fair Credit Reporting Act as applicable to services performed pursuant to such contractual relationship.

"Data subject" means an individual about whom personal information is indexed or may be located under his name, personal number, or other identifiable particulars, in an information system.

"Disseminate" means to release, transfer, or otherwise communicate information orally, in writing, or by electronic means.

"Information system" means the total components and operations of a record-keeping process, including information collected or managed by means of computer networks and the Internet, whether automated or manual, containing personal information and the name, personal number, or other identifying particulars of a data subject.

"Personal information" means all information that (i) describes, locates or indexes anything about an individual including, but not limited to, his social security number, driver's license number, agency-issued identification number, student identification number, real or personal property holdings derived from tax returns, and his education, financial transactions, medical history, ancestry, religion, political ideology, criminal or employment record, or (ii) affords a basis for inferring personal characteristics, such as finger and voice prints, photographs, or things done by or to such individual; and the record of his presence, registration, or membership in an organization or activity, or admission to an institution. "Personal information" shall not include routine information maintained for the purpose of internal office administration whose use could not be such as to affect adversely any data subject nor does the term include real estate assessment information.

"Proper purpose" includes the sharing or dissemination of data or information among and between agencies in order to (i) streamline administrative processes to improve the efficiency and efficacy of services, access to services, eligibility determinations for services, and service delivery; (ii) reduce paperwork and administrative burdens on applicants for and recipients of public services; (iii) improve the efficiency and efficacy of the management of public programs; (iv) prevent fraud and improve auditing capabilities; (v) conduct outcomes-related research; (vi) develop quantifiable data to aid in policy development and decision making to promote the most efficient and effective use of resources; and (vii) perform data analytics regarding any of the

purposes set forth in this definition.

"Purge" means to obliterate information completely from the transient, permanent, or archival records of an agency.

1976, c. 597, § 2.1-379; 1983, c. 372; 1999, c. 41; 2001, c. 844; 2003, c. 272; 2006, c. 474; 2008, cc. 840, 843; 2009, cc. 849, 867; 2018, cc. 597, 679.

§ 2.2-3802. Systems to which chapter inapplicable

The provisions of this chapter shall not apply to personal information systems:

1. Maintained by any court of the Commonwealth;
2. Which may exist in publications of general circulation;
3. Contained in the Criminal Justice Information System as defined in §§ 9.1-126 through 9.1-137 or in the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police pursuant to Chapter 9 (§ 9.1-900 et seq.) of Title 9.1, except to the extent that information is required to be posted on the Internet pursuant to § 9.1-913;
4. Contained in the Virginia Juvenile Justice Information System as defined in §§ 16.1-222 through 16.1-225;
5. Maintained by agencies concerning persons required by law to be licensed in the Commonwealth to engage in the practice of any profession, in which case the names and addresses of persons applying for or possessing the license may be disseminated upon written request to a person engaged in the profession or business of offering professional educational materials or courses for the sole purpose of providing the licensees or applicants for licenses with informational materials relating solely to available professional educational materials or courses, provided the disseminating agency is reasonably assured that the use of the information will be so limited;
6. Maintained by the Parole Board, the Crime Commission, the Judicial Inquiry and Review Commission, the Virginia Racing Commission, the Virginia Criminal Sentencing Commission, and the Virginia Alcoholic Beverage Control Authority;
7. Maintained by any of the following and that deal with investigations and intelligence gathering related to criminal activity:
 - a. The Department of State Police;
 - b. The police department of the Chesapeake Bay Bridge and Tunnel Commission;
 - c. Police departments of cities, counties, and towns;
 - d. Sheriff's departments of counties and cities;
 - e. Campus police departments of public institutions of higher education as established by Article 3 (§ 23.1-809 et seq.) of Chapter 8 of Title 23.1; and
 - f. The Division of Capitol Police.
8. Maintained by local departments of social services regarding alleged cases of child abuse or neglect while such cases are also subject to an ongoing criminal prosecution;

9. Maintained by the Virginia Port Authority as provided in § 62.1-132.4 or 62.1-134.1;
10. Maintained by the Virginia Tourism Authority in connection with or as a result of the promotion of travel or tourism in the Commonwealth, in which case names and addresses of persons requesting information on those subjects may be disseminated upon written request to a person engaged in the business of providing travel services or distributing travel information, provided the Virginia Tourism Authority is reasonably assured that the use of the information will be so limited;
11. Maintained by the Division of Consolidated Laboratory Services of the Department of General Services and the Department of Forensic Science, which deal with scientific investigations relating to criminal activity or suspected criminal activity, except to the extent that § 9.1-1104 may apply;
12. Maintained by the Department of Corrections or the Office of the State Inspector General that deal with investigations and intelligence gathering by persons acting under the provisions of Chapter 3.2 (§ 2.2-307 et seq.);
13. Maintained by (i) the Office of the State Inspector General or internal audit departments of state agencies or institutions that deal with communications and investigations relating to the Fraud, Waste and Abuse Hotline or (ii) an auditor appointed by the local governing body of any county, city, or town or a school board that deals with local investigations required by § 15.2-2511.2;
14. Maintained by the Department of Social Services or any local department of social services relating to public assistance fraud investigations;
15. Maintained by the Department of Social Services related to child welfare or public assistance programs when requests for personal information are made to the Department of Social Services. Requests for information from these systems shall be made to the appropriate local department of social services that is the custodian of that record. Notwithstanding the language in this section, an individual shall not be prohibited from obtaining information from the central registry in accordance with the provisions of § 63.2-1515;and
16. Maintained by the Department for Aging and Rehabilitative Services related to adult services, adult protective services, or auxiliary grants when requests for personal information are made to the Department for Aging and Rehabilitative Services. Requests for information from these systems shall be made to the appropriate local department of social services that is the custodian of that record.

1976, c. 597, § 2.1-384; 1979, c. 685; 1980, c. 752; 1981, cc. 461, 464, 504, 589; 1982, c. 225; 1983, c. 289; 1984, c. 750; 1986, c. 62; 1990, c. 825; 1992, c. 620; 1993, cc. 205, 963; 1996, cc. 154, 590, 598, 952; 2001, c. 844; 2003, c. 406; 2005, cc. 868, 881; 2006, cc. 196, 857, 914; 2009, c. 573; 2011, cc. 798, 871; 2012, cc. 229, 268; 2013, cc. 572, 690, 717, 723; 2015, cc. 38, 730; 2017, c. 702; 2018, c. 541; 2019, c. 277; 2021, Sp. Sess. I, cc. 111, 112.

§ 2.2-3803. Administration of systems including personal information; Internet privacy policy; exceptions

A. Any agency maintaining an information system that includes personal information shall:

1. Collect, maintain, use, and disseminate only that personal information permitted or required

- by law to be so collected, maintained, used, or disseminated, or necessary to accomplish a proper purpose of the agency;
2. Collect information to the greatest extent feasible from the data subject directly, or through the sharing of data with other agencies, in order to accomplish a proper purpose of the agency;
 3. Establish categories for maintaining personal information to operate in conjunction with confidentiality requirements and access controls;
 4. Maintain information in the system with accuracy, completeness, timeliness, and pertinence as necessary to ensure fairness in determinations relating to a data subject;
 5. Make no dissemination to another system without (i) specifying requirements for security and usage including limitations on access thereto, and (ii) receiving reasonable assurances that those requirements and limitations will be observed. This subdivision shall not apply, however, to a dissemination made by an agency to an agency in another state, district or territory of the United States where the personal information is requested by the agency of such other state, district or territory in connection with the application of the data subject therein for a service, privilege or right under the laws thereof, nor shall this apply to information transmitted to family advocacy representatives of the United States Armed Forces in accordance with subsection N of § [63.2-1503](#);
 6. Maintain a list of all persons or organizations having regular access to personal information in the information system;
 7. Maintain for a period of three years or until such time as the personal information is purged, whichever is shorter, a complete and accurate record, including identity and purpose, of every access to any personal information in a system, including the identity of any persons or organizations not having regular access authority but excluding access by the personnel of the agency wherein data is put to service for the purpose for which it is obtained;
 8. Take affirmative action to establish rules of conduct and inform each person involved in the design, development, operation, or maintenance of the system, or the collection or use of any personal information contained therein, about all the requirements of this chapter, the rules and procedures, including penalties for noncompliance, of the agency designed to assure compliance with such requirements;
 9. Establish appropriate safeguards to secure the system from any reasonably foreseeable threat to its security; and
 10. Collect no personal information concerning the political or religious beliefs, affiliations, and activities of data subjects that is maintained, used, or disseminated in or by any information system operated by any agency unless authorized explicitly by statute or ordinance. Nothing in this subdivision shall be construed to allow an agency to disseminate to federal government authorities information concerning the religious beliefs and affiliations of data subjects for the purpose of compiling a list, registry, or database of individuals based on religious affiliation, national origin, or ethnicity, unless such dissemination is specifically required by state or federal law.

B. Every public body, as defined in § [2.2-3701](#), that has an Internet website associated with that public body shall develop an Internet privacy policy and an Internet privacy policy statement that explains the policy to the public. The policy shall be consistent with the requirements of this

chapter. The statement shall be made available on the public body's website in a conspicuous manner. The Secretary of Administration or his designee shall provide guidelines for developing the policy and the statement, and each public body shall tailor the policy and the statement to reflect the information practices of the individual public body. At minimum, the policy and the statement shall address (i) what information, including personally identifiable information, will be collected, if any; (ii) whether any information will be automatically collected simply by accessing the website and, if so, what information; (iii) whether the website automatically places a computer file, commonly referred to as a "cookie," on the Internet user's computer and, if so, for what purpose; and (iv) how the collected information is being used or will be used.

C. Notwithstanding the provisions of subsection A, the Virginia Retirement System may disseminate information as to the retirement status or benefit eligibility of any employee covered by the Virginia Retirement System, the Judicial Retirement System, the State Police Officers' Retirement System, or the Virginia Law Officers' Retirement System, to the chief executive officer or personnel officers of the state or local agency by which he is employed.

D. Notwithstanding the provisions of subsection A, the Department of Social Services may disseminate client information to the Department of Taxation for the purposes of providing specified tax information as set forth in clause (ii) of subsection C of § 58.1-3.

E. Notwithstanding the provisions of subsection A, the State Council of Higher Education for Virginia may disseminate student information to agencies acting on behalf or in place of the U.S. government to gain access to data on wages earned outside the Commonwealth or through federal employment, for the purposes of complying with § 23.1-204.1.

1976, c. 597, § 2.1-380; 1978, c. 409, § 2.1-384.1; 1989, c. 547; 2000, cc. 405, 500, 911; 2001, c. 844; 2002, c. 747; 2006, cc. 159, 590; 2017, c. 376; 2018, cc. 597, 679; 2019, c. 774; 2020, c. 738.

§ 2.2-3804. Military recruiters to have access to student information, school buildings, etc

If a public school board or public institution of higher education provides access to its buildings and grounds and the student information directory to persons or groups that make students aware of occupational or educational options, the board or institution shall provide access on the same basis to official recruiting representatives of the armed forces of the Commonwealth and the United States for the purpose of informing students of educational and career opportunities available in the armed forces.

1981, c. 377, § 2.1-380.1; 2001, c. 844.

§ 2.2-3805. Dissemination of reports

Any agency maintaining an information system that disseminates statistical reports or research findings based on personal information drawn from its system, or from other systems shall:

1. Make available to any data subject or group, without revealing trade secrets, methodology and materials necessary to validate statistical analysis, and
2. Make no materials available for independent analysis without guarantees that no personal information will be used in any way that might prejudice judgments about any data subject.

1976, c. 597, § 2.1-381; 2001, c. 844.

§ 2.2-3806. Rights of data subjects

A. Any agency maintaining personal information shall:

1. Inform an individual who is asked to supply personal information about himself whether he is legally required, or may refuse, to supply the information requested, and also of any specific consequences that are known to the agency of providing or not providing the information.
2. Give notice to a data subject of the possible dissemination of part or all of this information to another agency, nongovernmental organization or system not having regular access authority, and indicate the use for which it is intended, and the specific consequences for the individual, which are known to the agency, of providing or not providing the information. However documented permission for dissemination in the hands of the other agency or organization shall satisfy the requirement of this subdivision. The notice may be given on applications or other data collection forms prepared by data subjects.
3. Upon request and proper identification of any data subject, or of his authorized agent, grant the data subject or agent the right to inspect, in a form comprehensible to him:
 - a. All personal information about that data subject except as provided in subdivision 1 of § 2.2-3705.1, subdivision A 1 of § 2.2-3705.4, and subdivision 1 of § 2.2-3705.5.
 - b. The nature of the sources of the information.
 - c. The names of recipients, other than those with regular access authority, of personal information about the data subject including the identity of all persons and organizations involved and their relationship to the system when not having regular access authority, except that if the recipient has obtained the information as part of an ongoing criminal investigation such that disclosure of the investigation would jeopardize law-enforcement action, then no disclosure of such access shall be made to the data subject.
4. Comply with the following minimum conditions of disclosure to data subjects:
 - a. An agency shall make disclosures to data subjects required under this chapter, during normal business hours, in accordance with the procedures set forth in subsections B and C of § 2.2-3704 for responding to requests under the Virginia Freedom of Information Act (§ 2.2-3700 et seq.) or within a time period as may be mutually agreed upon by the agency and the data subject.
 - b. The disclosures to data subjects required under this chapter shall be made (i) in person, if he appears in person and furnishes proper identification, or (ii) by mail, if he has made a written request, with proper identification. Copies of the documents containing the personal information sought by a data subject shall be furnished to him or his representative at reasonable charges for document search and duplication in accordance with subsection F of § 2.2-3704.
 - c. The data subject shall be permitted to be accompanied by a person of his choosing, who shall furnish reasonable identification. An agency may require the data subject to furnish a written statement granting the agency permission to discuss the individual's file in such person's presence.
5. If the data subject gives notice that he wishes to challenge, correct, or explain information about him in the information system, the following minimum procedures shall be followed:
 - a. The agency maintaining the information system shall investigate, and record the current status of that personal information.

- b. If, after such investigation, the information is found to be incomplete, inaccurate, not pertinent, not timely, or not necessary to be retained, it shall be promptly corrected or purged.
- c. If the investigation does not resolve the dispute, the data subject may file a statement of not more than 200 words setting forth his position.
- d. Whenever a statement of dispute is filed, the agency maintaining the information system shall supply any previous recipient with a copy of the statement and, in any subsequent dissemination or use of the information in question, clearly note that it is disputed and supply the statement of the data subject along with the information.
- e. The agency maintaining the information system shall clearly and conspicuously disclose to the data subject his rights to make such a request.
- f. Following any correction or purging of personal information the agency shall furnish to past recipients notification that the item has been purged or corrected whose receipt shall be acknowledged.

B. Nothing in this chapter shall be construed to require an agency to disseminate any recommendation or letter of reference from or to a third party that is a part of the personnel file of any data subject nor to disseminate any test or examination used, administered or prepared by any public body for purposes of evaluation of (i) any student or any student's performance, (ii) any seeker's qualifications or aptitude for employment, retention, or promotion, or (iii) qualifications for any license or certificate issued by any public body.

As used in this subsection, "test or examination" includes (i) any scoring key for any such test or examination and (ii) any other document that would jeopardize the security of the test or examination. Nothing contained in this subsection shall prohibit the release of test scores or results as provided by law, or to limit access to individual records as provided by law; however, the subject of the employment tests shall be entitled to review and inspect all documents relative to his performance on those employment tests.

When, in the reasonable opinion of the public body, any such test or examination no longer has any potential for future use, and the security of future tests or examinations will not be jeopardized, the test or examination shall be made available to the public. Minimum competency tests administered to public school children shall be made available to the public contemporaneously with statewide release of the scores of those taking such tests, but in no event shall such tests be made available to the public later than six months after the administration of such tests.

C. Neither any provision of this chapter nor any provision of the Freedom of Information Act (§ [2.2-3700](#) et seq.) shall be construed to deny public access to records of the position, job classification, official salary or rate of pay of, and to records of the allowances or reimbursements for expenses paid to any public officer, official or employee at any level of state, local or regional government in the Commonwealth. The provisions of this subsection shall not apply to records of the official salaries or rates of pay of public employees whose annual rate of pay is \$10,000 or less.

D. Nothing in this section or in this chapter shall be construed to require an agency to disseminate information derived from tax returns prohibited from release pursuant to § [58.1-3](#).

1976, c. 597, § 2.1-382; 1978, c. 810; 1979, cc. 683, 688, 689; 1983, c. 372; 1995, c. [400](#); 2001, c.

844;2004, c. 690;2007, c. 232;2017, c. 778.

§ 2.2-3807. Agencies to report concerning systems operated or developed; publication of information

Every agency shall make report of the existence of any information system that it operates or develops that shall include a description of the nature of the data in the system and purpose for which it is used. An inventory listing or similar display of the information shall be made available for inspection by the general public in the office of the head of each agency. Copies of the information shall be provided upon request and a fee shall be charged for them sufficient to cover the reasonable costs of reproduction.

1976, c. 597, § 2.1-383; 1977, c. 279; 1979, c. 683; 2001, c. 844.

§ 2.2-3808. Collection, disclosure, or display of social security number; personal identifying information of donors; penalty

A. It shall be unlawful for any agency to:

1. Require an individual to disclose or furnish his social security number not previously disclosed or furnished, for any purpose in connection with any activity, or to refuse any service, privilege, or right to an individual wholly or partly because the individual does not disclose or furnish such number, unless the disclosure or furnishing of such number is specifically required by state law in effect prior to January 1, 1975, or is specifically authorized or required by federal law;
2. Collect from an individual his social security number or any portion thereof unless the collection of such number is (i) authorized or required by state or federal law and (ii) essential for the performance of that agency's duties. Nothing in this subdivision shall be construed to prohibit the collection of a social security number for the sole purpose of complying with the Virginia Debt Collection Act (§ 2.2-4800 et seq.) or the Setoff Debt Collection Act (§ 58.1-520 et seq.);
3. Require any individual or any entity organized under § 501(c) of the Internal Revenue Code to provide the agency with personal donor information;
4. Require any bidder, offeror, contractor, or grantee of an agency to provide the agency with personal donor information; or
5. Disclose personal donor information without the express, written permission of every individual who is identifiable from the potential release of such personal donor information, including individuals identifiable as members, supporters, or volunteers of, or donors to, the agency.

B. Agency-issued identification cards, student identification cards, or license certificates issued or replaced on or after July 1, 2003, shall not display an individual's entire social security number except as provided in § 46.2-703.

C. Any agency-issued identification card, student identification card, or license certificate that was issued prior to July 1, 2003, and that displays an individual's entire social security number shall be replaced no later than July 1, 2006, except that voter registration cards issued with a social security number and not previously replaced shall be replaced no later than the December 31st following the completion by the state and all localities of the decennial redistricting following the 2010 census. This subsection shall not apply to (i) driver's licenses and special

identification cards issued by the Department of Motor Vehicles pursuant to Chapter 3 (§ 46.2-300 et seq.) of Title 46.2 and (ii) road tax registrations issued pursuant to § 46.2-703.

D. No agency, as defined in § 42.1-77, shall send or deliver or cause to be sent or delivered, any letter, envelope, or package that displays a social security number on the face of the mailing envelope or package or from which a social security number is visible, whether on the outside or inside of the mailing envelope or package.

E. The provisions of subsections A and C shall not be applicable to:

1. Any license issued by the State Corporation Commission's Bureau of Insurance until such time as a national insurance producer identification number has been created and implemented in all states. Commencing with the date of such implementation, the licenses issued by the State Corporation Commission's Bureau of Insurance shall be issued in compliance with subsection A. Further, all licenses issued prior to the date of such implementation shall be replaced no later than 12 months following the date of such implementation;

2. Any lawful warrant for personal donor information issued by a court of competent jurisdiction;

3. Any lawful request for discovery of personal donor information in litigation if (i) the requester demonstrates a compelling need for the personal donor information by clear and convincing evidence and (ii) the requester obtains a protective order barring disclosure of personal donor information to any person not directly involved in the litigation. As used in this subdivision, "person" means an individual, partnership, corporation, association, governmental entity, or other legal entity;

4. Any admission of relevant personal donor information as evidence before a court of competent jurisdiction;

5. Any lawful investigation or enforcement action conducted pursuant to subsection C or D of § 57-59; or

6. Any form prescribed by the Virginia Conflict of Interest and Ethics Advisory Council.

F. A person alleging a violation of this section may bring a civil action for appropriate injunctive relief. A court rendering judgment in favor of a complainant pursuant to this subsection shall award all or a portion of the costs of litigation, including reasonable attorney fees and witness fees, to the complainant.

G. A person who knowingly violates this section is guilty of a misdemeanor punishable by imprisonment of up to 90 days, a fine up to \$1,000, or both.

H. Nothing in this section shall apply to the Campaign Finance Disclosure Act of 2006 (§ 24.2-945 et seq.).

I. As used in this section, "personal donor information" means names and data of any kind collected for the purpose of directly or indirectly identifying an individual as a member, supporter, or volunteer of, or donor of financial or nonfinancial support to, any entity exempt from federal income tax pursuant to § 501(c) of the Internal Revenue Code.

1976, c. 597, § 2.1-385; 2001, c. 844; 2003, c. 974; 2008, cc. 840, 843; 2009, cc. 849, 867; 2010, c. 749; 2022, c. 525; 2022, Sp. Sess. I, c. 19.

§ 2.2-3808.1. Agencies' disclosure of certain account information prohibited

Notwithstanding Chapter 37 (§ 2.2-3700 et seq.), it is unlawful for any agency to disclose the social security number or other identification numbers appearing on a driver's license or other document issued under Chapter 3 (§ 46.2-300 et seq.) of Title 46.2 or the comparable law of another jurisdiction or information on credit cards, debit cards, bank accounts, or other electronic billing and payment systems that was supplied to an agency for the purpose of paying fees, fines, taxes, or other charges collected by such agency. The prohibition shall not apply where disclosure of such information is required (i) to conduct or complete the transaction for which such information was submitted or (ii) by other law or court order.

2001, c. 415, § 2.1-385.1; 2007, cc. 548, 626; 2020, cc. 1227, 1246.

§ 2.2-3808.2. Repealed

Repealed by Acts 2007, cc. 548 and 626, cl. 5.

§ 2.2-3809. Injunctive relief; civil penalty; attorneys' fees

Any aggrieved person may institute a proceeding for injunction or mandamus against any person or agency that has engaged, is engaged, or is about to engage in any acts or practices in violation of the provisions of this chapter. The proceeding shall be brought in the district or circuit court of any county or city where the aggrieved person resides or where the agency made defendant has a place of business.

In the case of any successful proceeding by an aggrieved party, the agency enjoined or made subject to a writ of mandamus by the court shall be liable for the costs of the action together with reasonable attorneys' fees as determined by the court.

In addition, if the court finds that a violation of subsection A of § 2.2-3808 was willfully and knowingly made by a specific public officer, appointee, or employee of any agency, the court may impose upon such individual a civil penalty of not less than \$250 nor more than \$1,000, which amount shall be paid into the State Literary Fund. For a second or subsequent violation, such civil penalty shall be not less than \$1,000 nor more than \$2,500. For a violation of subsection A of § 2.2-3808 by any agency, the court may impose a civil penalty of not less than \$250 nor more than \$1,000, which amount shall be paid into the State Literary Fund. For a second or subsequent violation, such civil penalty shall be not less than \$1,000 nor more than \$2,500.

1976, c. 597, § 2.1-386; 2001, c. 844; 2008, cc. 840, 843.