



**OKLAHOMA
STATE FIRE MARSHAL**

**Personally Identifiable
Information**

**Disclosure of the collection, storage and sharing of OKSFM
Personally Identifiable Information pursuant to
74 O.S. § (2019) 3106.4(C)**

- A. Building Department
 - i. OKSFM receives the following personally identifiable information from business owners and/or contractors seeking a building and for fire protection permit:
 - a. contact name, title, address, phone number, email
 - b. check or credit/debit card
 - ii. The PII collected is stored by OKSFM in a manner consistent with the State's security policy.
 - iii. This information is generally not shared outside of OKSFM unless requested under the Open Records Act.
- B. Life Safety Inspections
 - i. OKSFM receives the following personally identifiable information from business owners seeking a life safety inspection:
 - a. business name, address, phone number
 - b. business contact name, phone number
 - c. check or credit/debit card
 - ii. The PII collected is stored by OKSFM in a manner consistent with the State's security policy.
 - iii. This information is generally not shared outside of OKSFM unless requested under the Open Records Act.
- C. Fire Investigations
 - i. OKSFM receives the following personally identifiable information from local, state, federal and/or tribal entities seeking a fire investigation:
 - a. address of fire
 - b. owner name, address, phone number
 - c. injury/fatality name, date of birth, race, gender
 - ii. The PII collected is stored by OKSFM in a manner consistent with the State's security policy.
 - iii. This information is generally not shared outside of OKSFM unless requested under the Open Records Act or subpoena.

D. Fireworks Permits

- i. OKSFM receives the following personally identifiable information from individuals and/or business owners seeking fireworks outdoor display or pyrotechnics before a proximate audience permits:
 - a. applicant name, address, phone number
 - b. display operator license number
 - c. insurance carrier name, address, phone number
 - d. fireworks manufacturer, distributor or wholesaler name, address, phone number, Oklahoma Tax Commission number
 - e. sponsor name, address, phone number
 - f. contact name, phone number
 - g. operator name, phone number
 - h. check or credit/debit card
- ii. The PII collected is stored by OKSFM in a manner consistent with the State's security policy.
- iii. This information is generally not shared outside of OKSFM unless requested under the Open Records Act.

E. Fireworks Licenses

- i. OKSFM receives the following personally identifiable information from business and individuals seeking firework distributor, fireworks wholesaler and fireworks outdoor display operator licenses:
 - a. applicant name, date of birth, age, gender, address, phone number
 - b. federal employer identification number (if applicable)
 - c. business address
- ii. The PII collected is stored by OKSFM in a manner consistent with the State's security policy.
- iii. This information is generally not shared outside of OKSFM unless requested under the Open Records Act.

F. Fire Extinguisher Industry Company Licenses

- i. OKSFM receives the following personally identifiable information from businesses and individuals seeking a company license:
 - a. company name, address, phone number, fax number
 - b. company federal tax number
 - c. company Oklahoma sales tax number

- d. company owner name, address, phone number
 - e. company officer name, address, phone number
 - f. qualified agent name, license number, email
 - ii. The PII collected is stored by OKSFM in a manner consistent with the State's security policy.
 - iii. This information is generally not shared outside of OKSFM unless requested under the Open Records Act.
- G. Fire Extinguisher Industry Individual Licenses
 - i. OKSFM receives the following personally identifiable information from businesses and individuals seeking a qualified agent, designer, technician, salesperson or trainee license:
 - a. applicant name, address, date of birth, phone number, email, social security number
 - b. company name, address, phone number, license number
 - c. qualified agent name, license number
 - ii. The PII collected is stored by OKSFM in a manner consistent with the State's security policy.
 - iii. This information is generally not shared outside of OKSFM unless requested under the Open Records Act.
- H. Human Resources
 - i. OKSFM receives the following personally identifiable information from employees during the onboarding process:
 - a. name, address, phone number, date of birth, social security number, email, state or government issued driver license, W-2 information
 - ii. The PII collected is stored by OKSFM in a manner consistent with the State's security policy.
 - iii. This information is not shared outside of OKSFM with the exception of OMES Human Capital Management, Oklahoma Public Employees Retirement System and OMES Employee Benefits Department.
- I. Employee Benefits
 - i. OKSFM receives the following personally identifiable information from the Newly Eligible Form for plan participation on newly hired employees and their dependents:
 - a. name, address, phone number, date of birth, social security number, email, date of hire, salary
 - ii. The PII collected is stored by OKSFM in a manner consistent with the State's security policy.

- iii. This information is not shared outside of OKSFM with the exception of OMES Employees Group Insurance Division.
- J. Payroll
- i. OKSFM uses the following personally identifiable information about employees and their dependents to generate payrolls:
 - a. name, address, social security number, date of hire, salary, medical information
 - ii. The PII collected is stored by OKSFM in a manner consistent with the State's security policy.
 - iii. This information is not shared outside of OKSFM with the exception of OMES HCM/EBD, Oklahoma Employees Retirement Systems and OMES Employees Group Insurance Division.