

## 5 Data Security and Security Sensitive Information Procedures

Data Providers must take care with any data provided by SFO for their use, or with data created for SFO use, to ensure data is appropriately handled and distributed to comply with Title 49 of the Code of Federal Regulations (CFR) Parts 15 and 1520 pertaining to Security Sensitive Information (SSI). 49 CFR Part 15 can be found at <https://www.gpo.gov/fdsys/pkg/CFR-2010-title49-vol1/pdf/CFR-2010-title49-vol1-part15.pdf> and 49 CFR part 1520 can be found at <https://www.gpo.gov/fdsys/pkg/CFR-2010-title49-vol9/pdf/CFR-2010-title49-vol9-part1520.pdf>. In addition to federal regulations, SFO has developed its own SSI standard. Data Providers must ensure they are following all applicable standards.

The Data Provider shall follow effective data management processes to ensure that prior to delivery, data in their possession about existing or proposed SFO facilities are not distributed to inappropriate parties. The Data Provider shall provide for transport of the data in a secure manner to the SFO GIS staff. Chain-of-custody documentation required for each formal delivery of electronic data shall include a formal transmittal, and, if not hand-delivered, a delivery handling receipt shall be retained by the data provider for data sent by messenger/package delivery service.