



STATE OF NEW JERSEY TECHNOLOGY CIRCULAR Online Privacy Notice Policy	POLICY NO:	
	13-09-NJOIT	
	SUPERSEDES:	EFFECTIVE DATE:
	06-05-NJOIT	01-23-2014
	VERSION:	LAST REVIEWED:
	3.0	12-16-2024

1 PURPOSE

To inform individuals how the State of New Jersey (SONJ) collects, uses, retains and discloses the personally identifiable information (PII) of any person who interacts online with an Executive Branch Department or Agency (Agency), either through its website, a third-party or mobile application (app) or other digital service, and how and whom that individual can contact regarding how those Agencies use, store or share their PII. Individuals require this information to manage their privacy interests and make informed decisions about their engagement with the SONJ and Agencies.

PII is information that can be used to identify an individual including, but not limited to, a Social Security number, name, address (other than the five-digit ZIP code), driver's license or identification number, telephone number, and email address, financial information, and medical records.

2 SCOPE

All Agencies, including all ancillary departments, are expected to cooperate fully with the New Jersey Office of Information Technology (NJOIT) and the New Jersey Office of Homeland Security and Preparedness (NJHOSP) in executing the provisions of this Policy and to adhere to the Statewide Information Security Manual (SISM) regarding their privacy practices and in the Privacy, Notices provided to individuals who interact online with Agencies.

3 POLICY

NJOIT and the NJOHSP require that all Agencies that host websites or provide online services must clearly and prominently display on their home page(s) and other external facing entry pages the links to both the State of New Jersey Privacy Notice and to their own Agency-developed and Agency-specific Privacy Notice. Agencies are prohibited from adopting or stating that the State of New Jersey Privacy Notice (nj.gov) also serves as their own Privacy Notice.

An Agency Privacy Notice must state at a minimum and in plain language:

The name, postal address, email address of the Agency Privacy Officer (APO) where feedback, questions and concerns regarding the Agency's privacy practices and policies may be directed.

The specific purposes for which PII is collected and processed by that Agency. The specific laws that mandate the collection and use of PII by that Agency.

The way in which individuals may consent to (opt-in) or revoke (opt-out) their permission to process, disclose or retain their PII.

Agency privacy policies and procedures and other relevant information to enable individuals to make an informed decision prior to providing their PII to the Agency.

How individuals may review their PII and petition for corrections if they believe that it is inaccurate or incorrect. The State retains the right to deny such a petition.

The publication and effective date history of the Agency Privacy Notice beginning with the initial publication, adding the dates and a summary of revisions or corrections.

Furthermore, the Agency Privacy Notice must include these within the body of the notice:

- If the Agency has digital content or services directed specifically to children under the age of eighteen (18), then it must be compliant with the Children's Online Privacy Protection Act of 1998 (COPPA) and any other applicable federal or State law and affirm compliance.
- If the Agency permits the download of forms for completion and their return via unencrypted email or email attachments, then it must notify users in

advance of the risk in sending PII or sensitive personal email via the internet, as well as offer a means to send in the forms via a physical means of delivery.

- If the Agency elects to obtain information through cookies, then users must be notified when a cookie is being placed on their device, describe the information to be collected via cookie and describe how the collected information will be used. Additionally, if the Agency uses Google Analytics, Web trends, Pixels, Beacons or other similarly purposed services, then the user must be provided with links to their privacy policies and their opt-out mechanisms.
- If the Agency uses a third-party provider or platform for any reason, then the Agency should include that information in its Privacy Policy and the user must be provided with links to their privacy policies and their opt-out mechanisms.

The State of New Jersey Privacy Notice must state at a minimum and in plain language:

The postal address and email address of the State Chief Privacy Officer where general feedback, questions, and concerns regarding the SONJ's privacy practices and policies may be directed.

Notice to individuals that the State's Privacy Notice is applicable specifically and exclusively to content on nj.gov; all other digital content is subject to the Privacy Notice of the Agency that hosts it.

The overall purposes for which PII is collected and processed by the SONJ.

A summary of the overarching federal and State laws that govern the collection and use of PII.

A summary of SONJ's privacy policies, procedures and other relevant reports as needed.

4 COMPLIANCE

In consultation with, and with the permission of, the Agency Chief Information Officer (CIO), Agency Privacy Officers are responsible for creating and revising their Agency's Privacy Notice and ensuring that it and the State of New Jersey Privacy Notice are clearly and prominently posted as delineated in this policy. A State Agency's publication of and sole reliance upon the State of New Jersey Privacy Notice, rather than the Agency's publication and reliance upon its own Privacy Notice, is expressly prohibited.

5 RELATED FORMS AND DOCUMENTS

[Statewide Information Security Manual](#)

6 AUTHORITY

[N.J.S.A. 52:18A-224 through 52:18A-234](#)

7 ADMINISTRATION

This Policy is administered and monitored by the CTO at 300 Riverview Plaza, Trenton, NJ 08625.

The Policy must be reviewed annually; however, the CTO reserves the right to change or amend the Policy at any time.

Signature on file _____

CHRISTOPHER J. REIN, CHIEF TECHNOLOGY OFFICER

12/16/2024

DATE

8 DOCUMENT HISTORY

Version	Published Date	CTO	Sections Modified	Description of Modifications
1.0	1/23/12			Original Published Date
2.0	3/16/22			Annual Review; Formerly titled "On-line Privacy Policy"
3.0	12/16/24	C. Rein	N/A	Annual Review; Updated Format