

Notice on Collection

Effective Date: April 5, 2023

Collection of Personal Information. The California Department of General Services' (DGS), Office of Fleet and Asset Management (OFAM), Statewide Travel Program (STP) collects the information requested as pursuant to Government Code sections 14600 and 14615(a), Executive Order B-02-11, DGS Management Memo 14-03, State Administrative Manual (SAM) sections 4117 et seq., and Travel Management Services Contract Number 5149904-001. STP collects Personal Information (as defined in our Privacy Policy) on our behalf such as: full name matching the form of ID used for travel, credit/debit card number and related information, gender, and date of birth. This Notice of Collection (Notice) explains how we use and share your personal information.

Use of Personal Information. DGS STP collects Personal Information for the following purposes:

- To plan, authorize, arrange, process, and manage official government travel (air, rail, lodging, car rental, etc.) for authorized users only.
- To facilitate travel booking services and provide accurate accounting of government travel records.

Providing the following information is mandatory: full name matching the form of ID used for travel, credit/debit card number and related information, gender, and date of birth. If you decline to provide this information, DGS STP will not be able to authorize official government business travel reservations on your behalf.

If you submit any Personal Information relating to other people to us or to our service providers relating to the Program, you represent and warrant that: 1) you have the authority to do so and to permit us to use the information in accordance with this Notice; 2) the information is accurate.

Sharing of Personal Information. DGS STP will share your Personal Information and other data with the Travel Management Services provider; online booking engine suppliers and the airlines that are required to support the TSA Secure Flight program; to a Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or carrying out a statute, rule, regulation, or order, where agencies become aware of a violation or potential violation of civil or criminal law or regulation; and other agencies who support or oversee the Program for the following reasons:

- Provide program services
- Program management, reporting and evaluation
- Engage in ordinary business and emergency operations
- Complying with law, protecting legal rights
- Ensuring safety of the public, employees, and property

Furthermore, any Personal Information collected is subject to the protections and limitations in the California Information Practices Act, the California Public Records Act, and state policy. DGS' general privacy policy is available at: <https://www.dgs.ca.gov/Privacy>.

Updates to this Notice of Collection. From time to time, DGS STP may change this Notice to comply with regulatory requirements, accommodate new technologies/industry practices, or to reflect any changes in how we process or share information. Any changes to this Notice will be effective when we post the revised Notice on <https://www.dgs.ca.gov/OFAM/Travel>. The Effective Date states when this Notice came into effect and serves as notice of any updates. Your use of the Program following these changes means you accept the revised Notice.

Access to Your Information. You have the right to review records containing the information that you provided to DGS STP. To request access, please contact:

Department of General Services
Office of Fleet and Asset Management - Statewide Travel Program
1700 National Drive, Sacramento, CA 95834
StatewideTravelProgram@dgs.ca.gov
(916) 376-3974

Free privacy protection and computer security resources are available to you at:
<https://oag.ca.gov/privacy/consumer-privacy-resources>