

# MARSHALLTOWN

— I O W A —

Joel Greer, Mayor  
Jessica Kinser, Administrator  
24 North Center Street  
Marshalltown, IA 50158-4911  
Tel - (641) 754-5701  
Fax - (641) 754-5717

**TO:** Mayor Greer and City Council  
**FROM:** Diana Steiner, Finance Director  
**DATE:** 5/18/2022  
**RE:** Policy Revision

**Policy Issue:** Council is required to approve amendments to city policies.

<input type="checkbox"/> Goal 1: Expand and improve development	<input checked="" type="checkbox"/> Goal 3: Continually improve the City's organization & services
<input type="checkbox"/> Goal 2: Enhance Marshalltown's public image	<input type="checkbox"/> Goal 4: Partner with others to improve quality of life

**Specific Objective/Action:** Goal 3, Objective 1: Review policies, procedures and ordinances for updates.

**Recommendation:** Staff recommend updating the Policy and Procedures for Personally Identifiable Information and Protected Personally Identifiable Information

**Budget Impact:** N/A

**Description/Background:** The original policy was approved in May 2020 to comply with FEMA requirements. Recently, a CyberSecurity evaluation was performed by our insurance company and from those recommendations the City wanted to address in more detail what should be done if a City-owned electronic device is lost and how to dispose of personally identifiable information. The new language added is highlighted in the policy.

Staff that have access to personally identifiable information will be required to acknowledge receipt and understanding of this policy.

**CITY COUNCIL**

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,  
Jeff Schneider, Gary Thompson, Dex Walker

