

Monterey County Board of Supervisors

Referral Submittal Form

Referral No. 2026.13
Assignment Date: 06/23/26
(Completed by CAO's Office)

SUBMITTAL - Completed by referring Board office and returned to CAO no later than noon on Thursday prior to Board meeting:

Date: 06/15/2026	Submitted By: Supervisor Wendy Root Askew	District #: 4
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Referral Title: Strengthening County Contract Standards for Data Privacy, Data Sharing, and Protection Against Unauthorized Secondary Use of County Information

Referral Purpose: Ensure that Monterey County maintains clear standards, appropriate oversight, and strong safeguards so that technological innovation remains consistent with the County's commitments to privacy, civil liberties, transparency, public trust, and responsible stewardship of public information.

Brief Referral Description (attach additional sheet as required):

Monterey County increasingly relies on technology vendors, software providers, cloud services, data platforms, and third-party contractors to deliver public services. While these tools can improve efficiency and service delivery, they also create new responsibilities regarding the collection, storage, sharing, and protection of information entrusted to the County.

Many technology contracts were developed before the rapid expansion of artificial intelligence systems, large-scale data analytics, commercial data brokerage, and automated decision-making tools. As a result, contract language may not consistently address emerging risks associated with secondary uses of public data, vendor data-sharing practices, subcontractor access, algorithmic tools, or the commercial aggregation of information.

Residents reasonably expect that information provided to County government for the purpose of receiving services, interacting with public agencies, or participating in civic life will be used only for authorized governmental purposes and protected from inappropriate disclosure.

The review should consider existing County contractual safeguards, including data privacy and security provisions, artificial intelligence-related procurement requirements, and developing Countywide data retention standards, and identify any gaps or opportunities for enhancement.

This referral would direct the County Administrative Office, County Counsel, Information Technology Department, and relevant departments that procure or manage technology, software, data, or information services to review existing County contract templates and return to the Board of Supervisors with recommendations to strengthen Countywide standards related to:

1. Protection of County-held and resident data;
2. Restrictions on vendor sharing, sale, licensing, aggregation, or secondary use of County data;
3. Prohibitions on disclosure of County data to third-party data brokers absent express County authorization;
4. Transparency and disclosure requirements regarding subcontractors, artificial intelligence systems, automated decision-making tools, data analytics tools, and data-sharing arrangements;
5. Data retention, deletion, destruction, and records management requirements consistent with County policy and applicable law;
6. Protections for personally identifiable information and sensitive resident information;
7. Oversight and auditing provisions related to vendor compliance; and
8. Best practices from peer jurisdictions regarding privacy, civil liberties, and responsible procurement of emerging technologies.

This referral is not intended to prohibit innovation or limit the County's ability to utilize technology. Rather, it seeks to ensure that Monterey County maintains clear standards, appropriate oversight, and strong safeguards so that technological innovation remains consistent with the County's commitments to privacy, civil liberties, transparency, public trust, and responsible stewardship of public information.

The Board's review should pay particular attention to whether existing contracts adequately protect against the transfer, sale, licensing, commercialization, or unauthorized sharing of County data by vendors, affiliates, subcontractors, or third-party data brokers.

Desired Outcomes

The Board seeks recommendations that:

- Establish consistent Countywide privacy and data governance standards;
- Reduce risks associated with unauthorized data sharing or commercial use of County information;
- Increase transparency regarding vendor data practices;
- Protect sensitive resident information;
- Strengthen public trust in County government;
- Ensure procurement practices keep pace with evolving technologies and emerging privacy risks; and
- Preserve local control over data collected through County programs and services.

The report should include recommended updates to County contract templates, procurement policies, and administrative procedures, as well as identification of any fiscal, legal, operational, or technology impacts associated with implementation

Classification - Implication	Mode of Response
☐ Ministerial / Minor	☐ Memo ☒ Board Report ☒ Presentation
☐ Land Use Policy	Requested Response Timeline
☐ Social Policy	☐ 2 weeks ☒ 1 month ☐ 6 weeks
☐ Budget Policy	☐ Status reports until completed
☒ Other:	☐ Other:
	☐ Specific Date:

ASSIGNMENT – Provided by CAO at Board Meeting. Copied to Board Offices and Department Head(s) Completed by CAO's Office:

Department(s): CAO, ITD & County Counsel	Referral Lead: Michael Beaton, Eric Chatham, and Susan Blich	Board Date: 06/23/26
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REASSIGNMENT – Provided by CAO. Copied to Board Offices and Department Head(s). Completed by CAO's Office:

Department(s):	Referral Lead:	Date:
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ANALYSIS - Completed by Department and copied to Board Offices and CAO:

Department analysis of resources required/impact on existing department priorities to complete referral:	
Analysis Completed By:	Department's Recommended Response Timeline
Date: _____	☐ By requested date
	☐ 2 weeks ☐ 1 month ☐ 6 weeks ☐ 6 months
	☐ 1 year ☐ Other/Specific Date: _____

REFERRAL RESPONSE/COMPLETION - Provided by Department to Board Offices and CAO:

Referral Response Date:	Board Item No.:	Referrals List Deletion:
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Please cc Claudia Escalante and Karina Bokanovich on all CAO correspondence relating to referrals.