

**Rick Scott**  
GOVERNOR



**Cissy Proctor**  
EXECUTIVE DIRECTOR

## PROTOCOLS FOR PROTECTING PERSONAL INFORMATION COVERED EMPLOYEE EXEMPTION REQUEST

(Please attach a copy of the Covered Employee's position description to this Exemption Request.)

Exemption Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Division Director)

Covered Employee Supervisor: \_\_\_\_\_

Exemption Requested For: \_\_\_\_\_  
(Covered Employee)

Division/Office: \_\_\_\_\_

Position Title: \_\_\_\_\_ People First ID: \_\_\_\_\_

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Please complete each of the following sections as completely and thoroughly as possible:

The above-named Covered Employee requests an exemption from the following sections of DEO Policy 1.11:

Please provide a written justification for each section in which an exemption is requested. Specifically describe why the exemption is necessary, the specific job duties on the attached position description that requires the exemption, and the specific business need that requires the exemption; see section V.A. of Policy 1.11. (Use additional pages if necessary)

## Acknowledgement of Covered Employee

I certify that I have read, understand, and agree to comply with DEO Policy 1.11, Protocols for Protecting Personal Information. I acknowledge that any exemption granted to me from the Policy may be removed at any time if no longer appropriate.

Covered Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon completion, provide a copy to the Covered Employee, Covered Employee's supervisor, and submit the original to the Bureau of Human Resource Management.

FOR OFFICIAL USE ONLY			
_____ <b>Chief Information Officer</b>	_____ <b>Date</b>	<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Disapproved</b>
_____ <b>General Counsel</b>	_____ <b>Date</b>	<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Disapproved</b>
_____ <b>Chief of Staff</b>	_____ <b>Date</b>	<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Disapproved</b>
		<input type="checkbox"/> <b>Exemption Approved</b>	<input type="checkbox"/> <b>Exemption Not Approved</b>

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GOVERNOR



**Jesse Panuccio**  
EXECUTIVE DIRECTOR

**Additional Page**

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