

NEBRASKA ADMINISTRATIVE CODE

TITLE 250, NEBRASKA ADMINISTRATIVE CODE, CHAPTER 2

NEBRASKA DEPARTMENT OF MOTOR VEHICLES

**RULES AND REGULATIONS GOVERNING REQUESTS FOR AND RELEASE OF
PERSONAL INFORMATION CONTAINED IN MOTOR VEHICLE RECORDS
PURSUANT TO THE UNIFORM MOTOR VEHICLE RECORDS DISCLOSURE ACT,
NEB. REV. STAT. §§ 60-2901 THROUGH 60-2912.**

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Nebraska Department of Motor Vehicles

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RULES AND REGULATIONS GOVERNING REQUESTS FOR AND RELEASE OF PERSONAL INFORMATION CONTAINED IN MOTOR VEHICLE RECORDS PURSUANT TO THE UNIFORM MOTOR VEHICLE RECORDS DISCLOSURE ACT, NEB. REV. STAT. §§ 60-2901 THROUGH 60-2912.

001 SCOPE. These rules and regulations govern practice and procedure of the Department of Motor Vehicles of the State of Nebraska pursuant to the Uniform Motor Vehicle Records Disclosure Act, Neb. Rev. Stat. §§ 60-2901 through 60-2912. These rules and regulations shall be interpreted to include any amendments to the Uniform Motor Vehicle Records Disclosure Act the Legislature may enact from time to time.

002 FORMS. All named forms referred to in these rules and regulations may be found on the Department of Motor Vehicles' web page, www.dmv.ne.gov. Forms may be downloaded, completed and returned to the Department. The forms may also be obtained by calling the phone number listed for the Driver and Vehicle Records Division on the website.

003 DEFINITIONS.

003.01 Authorized agent means any state or county official/employee authorized to issue a motor vehicle operator's or driver's license or permit, motor vehicle registration, motor vehicle certificate of title, motorboat certificate of title, or state identification card.

003.02 Authorized recipient means any person who receives personal information or sensitive personal information contained in a motor vehicle record pursuant to the Uniform Motor Vehicle Records Disclosure Act.

003.03 Bulk record, bulk distribution or multiple record means any request for, disclosure of, or redisclosure of personal information or sensitive personal information from more than one motor vehicle record.

003.04 Department means the Nebraska Department of Motor Vehicles or the duly authorized agents or contractors of the Department responsible to compile and maintain motor vehicle records.

003.05 Disclose means to engage in any practice or conduct to make available and make known personal information or sensitive personal information contained in a motor vehicle record about a person to any other person, organization, or entity by any means of communication.

003.06 Driving record means any record that pertains to a motor vehicle operator's or driver's license or permit, or state identification card issued by the Department or any other state or local agency authorized to issue any of such forms of credentials.

003.07 Driver identification number means a driver's license number, a title number, or a license plate number.

003.08 Individual record means a motor vehicle record containing personal information or sensitive personal information about a designated person who is the subject of the record identified in a request.

003.09 Motor vehicle record means any record that pertains to a motor vehicle operator's or driver's license or permit, motor vehicle registration, motor vehicle certificate of title, motorboat certificate of title, or state identification card issued by the Department or any other state or local agency authorized to issue any of such forms of credentials.

003.10 Person means an individual, organization, or entity.

003.11 Personal information means information that identifies a person, including an individual's driver identification number, name, address excluding zip code, and telephone number but does not include information on vehicular accidents, driving or equipment-related violations, and driver's license or registration status.

003.12 Record holder means any person whose personal information or sensitive personal information appears on a motor vehicle record.

003.13 Redisclose means the disclosure of personal information contained in a motor vehicle record by a person who has received that information pursuant to a request made to the Department or an authorized agent of the Department.

003.14 Requestor means any person requesting disclosure of personal information or sensitive personal information contained in a motor vehicle record either through examination of a record displayed on a computer monitor or through receipt of a copy of a record in printed or electronic form.

003.15 Sensitive personal information means an individual's operator's license photograph or computerized image, social security number, and medical or disability information.

003.16 Unauthorized disclosure means any disclosure of, access by, or release of data by any unauthorized person/s or to any unauthorized person/s. Unauthorized disclosure also means unauthorized access to, disclosure of, or release of data by any

person, including an authorized receiver, its employees, contractors and agents, to the extent such disclosure, access or release is contrary to the terms of a contract or the applicable law.

003.17 Vehicle record means any record that pertains to a motor vehicle registration, motor vehicle certificate of title, or motorboat certificate of title issued by the Department or any other state or local agency authorized to issue any of such forms of credentials.

004 DISCLOSURE OF PERSONAL INFORMATION CONTAINED IN MOTOR VEHICLE RECORDS.

004.01 Disclosure Prohibited, Exceptions. Notwithstanding any other provision of state law to the contrary, the Department and any officer, employee, authorized agent, or contractor of the Department shall not disclose personal information or sensitive personal information about any person obtained by the Department in connection with a motor vehicle record, except as provided in these rules and regulations.

004.01A If an officer, employee, authorized agent or contractor of the Department acts to disclose personal information or sensitive personal information contained in a motor vehicle record, the officer, employee, authorized agent or contractor of the Department shall disclose such personal information only upon completion of each of the steps listed in sections 004.03 and 004.04 of these rules and regulations.

004.01B In no event shall any authorized agent or contractor of the Department disclose any personal information or sensitive personal information contained in a motor vehicle record without first having executed and filed with the Department a Memorandum of Understanding.

004.01C Prior to the disclosure of any personal information or sensitive personal information contained in a motor vehicle record by any officer or employee of the Department, that officer or employee must meet the requirements listed in section 006.06 of these rules and regulations.

004.02 Compliance with Federal Law or Regulation. Personal information shall be disclosed by the Department or any officer, employee, agent, or contractor of the Department to carry out the purposes of Titles I and IV of the Anti-Car Theft Act of 1992, 15 U.S.C. 2021 et seq., the Automobile Information Disclosure Act, 15 U.S.C. 1231 et seq., the Clean Air Act, 42 U.S.C. 7401 et seq., and 49 U.S.C. chapters 301, 305, and 321 to 331, as amended, and all federal regulations enacted or adopted to implement such federal laws.

004.03 Disclosure, Procedure for Verifying Identity of Requestor. Personal information contained in a motor vehicle record may only be disclosed as follows:

004.03A No personal information from any motor vehicle record identified under section 004 of these rules and regulations shall be disclosed without the consent of the record holder unless the identity of the requestor is verified and the purpose of

the requestor is verified and is a purpose identified under section 004.04 of these rules and regulations.

004.03A1 The request must be made on a form prepared by the Department under section 002 of these rules and regulations and all of the required sections must be completed.

004.03A2 The identity of the requestor must be verified as follows:

004.03A2a The identity of a person who is making a request in person shall be verified by examination of either a driver's license with a photograph, a Nebraska state identification card with a photograph, a United States passport, a certified United States birth certificate, a professional license with photograph, or a Nebraska state employee identification card with photograph.

004.03A2b The identity of a person who is making a request by mail shall be verified by receipt of an Application for Copy of Driving Record form, an Application for Copy of Vehicle Record form, an Application for Multiple Driving Records form, or an Application for More Than One Vehicle Record form, with a completed notarization section whereby a notary public, by signature and seal, acknowledges that the request was acknowledged by the requestor in their presence.

004.03A3 The purpose of the requestor shall be verified by receipt of the signed statement of the requestor on the Application for Copy of Driving Record form, an Application for Copy of Vehicle Record form, an Application for Multiple Driving Records form, or an Application for More Than One Vehicle Record form, used to make the request.

004.04 **Mandatory Disclosure.** Upon the verification of the identity and purpose of a requestor pursuant to sections 004.03A2 and 004.04A-P of these rules and regulations, the Department and any officer, employee, agent, or contractor of the Department having custody of a motor vehicle record, shall disclose and make available the requested motor vehicle record, including the personal information contained in the record, for the following purposes:

004.04A For use by any federal, state, or local governmental agency, including any court or law enforcement agency, in carrying out the agency's functions or by a private person or entity acting on behalf of a governmental agency in carrying out the agency's functions;

004.04B For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts, and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers;

004.04C For use in the normal course of business by a legitimate business or its agents, employees, or contractors but only:

004.04C1 To verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and

004.04C2 If such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud, by pursuing legal remedies against, or recovering on a debt or security interest against, the individual.

004.04D For use in connection with any civil, criminal, administrative or arbitral proceeding in any federal, state, or local court or governmental agency or before any self-regulatory body, including service of process, investigation in anticipation of litigation, and execution or enforcement of judgments and orders, or pursuant to an order of a federal, state, or local court, an administrative agency, or a self-regulatory body;

004.04E For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals;

004.04F For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, anti-fraud activities, rating, or underwriting;

004.04G For use in providing notice to the owners of abandoned, towed, or impounded vehicles;

004.04H For use only for a purpose permitted under this section either by a private detective, plain-clothes investigator, or private investigative agency licensed under Neb. Rev. Stat. §§ 71-3201 through 71-3213;

004.04I For use by an employer or the employer's agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the Commercial Motor Vehicle Safety Act of 1986, 49 U.S.C. 31301 et seq., or pursuant to Neb. Rev. Stat. §§ 60-4,132 and 60-4,141;

004.04J For use in connection with the operation of private toll transportation facilities;

004.04K For bulk distribution for surveys of, marketing to, or solicitations of persons who have expressly consented to such disclosure if the requestor has obtained the notarized written consent of the individual who is the subject of the personal information being requested and has provided proof of receipt of such written consent to the Department or an officer, employee, agent, or contractor of the Department on a form prescribed by the Department;

004.04L For any use if the requestor has obtained the notarized written consent of the individual who is the subject of the personal information being requested and has provided proof of receipt of such written consent to the Department or an officer, employee, agent, or contractor of the Department;

004.04M For use, including redisclosure through news publication, of a member of a medium of communication as defined in Neb. Rev. Stat. § 20-145 who requests such information in connection with preparing, researching, gathering, or confirming news information involving motor vehicle or driver safety or motor vehicle theft;

004.04M1 Example. A local nonprofit organization publishes a listing of all license plate numbers and their owners in their county as a fund raising activity. This publication does not qualify as a media exemption because it does not involve motor vehicle or driver safety or motor vehicle theft.

004.04M2 Example. A credit bureau makes available a listing of new title holders for consumer credit purposes. This activity does not qualify as a media exemption because it does not involve motor vehicle or driver safety or motor vehicle theft.

004.04N For use by the federally designated organ procurement organization in Nebraska to establish and maintain the Donor Registry of Nebraska as provided in Neb. Rev. Stat. § 71-4822;

004.04O For any other use specifically authorized by law that is related to the operation of a motor vehicle or public safety;

004.04P For any use if the request for the record is made by the record holder.

004.05 Payment of Fees. Disclosure of personal information required or permitted under these rules and regulations shall be subject to payment by the requestor to the Department of all fees for the information prescribed by statute.

004.06 Request Maintained. The Department and any officer, employee, authorized agent, or contractor of the Department that receives a request under section 004.03A2 of these rules and regulations shall keep the original of that request or a copy thereof for a period of not less than five years.

004.07 Denial of Request, Procedure. If any request submitted under section 004.03A2 of these rules and regulations is not met, in whole or in part, the requestor shall receive notice by letter from the Department or authorized agent of the Department acting on that request.

004.07A Said notice shall include:

004.07A1 A description of the contents of the motor vehicle record(s) withheld and a statement of the specific reasons for the denial, correlating specific

portions of the records to specific reasons for the denial, including citations to the particular statute and subsection thereof;

004.07A2 The name of the officer, employee or authorized agent of the Department responsible for the decision to deny the request.

004.07B The Department, if the notice is issued by an officer or employee thereof, or other public body, if notice is issued by an authorized agent, shall maintain a file of all letters of denial of requests for motor vehicle records. This file shall be made available to any person on request.

004.08 Redisclosure of Personal Information Contained in Motor Vehicle Records. Any person receiving personal information contained in a motor vehicle record or records pursuant to section 004.02 or 004.04 of these rules and regulations may redisclose or resell that information only to the extent allowed in this section.

004.08A An authorized recipient of personal information disclosed under section 004.02 or 004.04 of these rules and regulations, except a recipient under section 004.04K of these rules and regulations, may resell or redisclose the information only for the uses permitted under section 004.04 of these rules and regulations, but not including the use for bulk distribution for surveys, marketing, or solicitations as set forth in section 004.04K of these rules and regulations.

004.08B An authorized recipient of personal information for bulk distribution for surveys, marketing, or solicitations under section 004.04K of these rules and regulations may resell or redisclose personal information only in accordance with the terms of such section concerning the right of individuals who have so consented to such disclosure.

004.08C An authorized recipient who resells or rediscloses personal information shall:

004.08C1 Make and keep for a period of not less than five years records identifying each person who received personal information from the authorized recipient and the permitted purpose for which it was obtained; and

004.08C2 Make such records available for inspection and copying by a representative of the Department upon request.

004.08C3 Have a written contract with every customer to which it transfers personal information. Such contract shall require that the customer limit disclosure as required by Neb. Rev. Stat. § 60-2910. The customer shall maintain a record of all disclosures of personal information and reasons for disclosure for not less than five years. The authorized recipient shall provide a list of all customers and copies of signed contracts to the Department upon request.

004.08C4 Strictly limit Internet distribution of personal information by an authorized recipient to end users through secure private channels, for properly identified customers of the authorized recipient.

004.08C5 Shall agree to a biennial independent cyber security audit at the recipient's cost. The audit shall investigate the security of the authorized recipient's information storage and distribution systems and records of disclosure of personal information as required by the Uniform Motor Records Disclosure Act, Neb. Rev. Stat. § 60-2910. A cyber security audit shall be conducted within four months of the approval of the application for information unless the recipient provided the Department with information showing that the recipient has a current detailed information security plan and is currently certified by an independent cyber security analyst. The recipient shall provide the Department with its biennial certification by an independent cyber security analyst or a copy of the cyber security audit report.

004.08D Any personal information contained in a motor vehicle record that is made part of a court file or otherwise becomes part of a judicial record of a court shall be considered a public record and re-disclosure shall be at the discretion of the court.

004.08E An authorized recipient of personal information is required to overlay and update all previously acquired personal information when it receives updated transmissions from the Department. Upon completion of such overlay, the data having been overlaid shall not be redisclosed for any purpose except as follows:

004.08E1 Any audits to be performed.

004.08E2 For use in connection with a civil, criminal, administrative or arbitral proceeding in any federal, state or local court.

004.08E3 As specifically required by federal or state law, including manufacturer recalls.

004.08E4 Records of any disclosure of overlaid data under subsections 004.08E1, 2 and 3 above shall be kept for five years pursuant to section 004.08C1.

004.08F Failure of the requestor to comply with the requirements of these sections shall be grounds for termination of any contract.

005 DISCLOSURE OF SENSITIVE PERSONAL INFORMATION.

005.01 Prior to the release of any sensitive personal information, the Department and any officer, employee, agent or contractor of the Department having custody of a motor vehicle record shall comply with the provisions of section 004.01.

005.02 The Department and any officer, employee, agent, or contractor of the Department having custody of a motor vehicle record shall, upon the verification of identity and purpose of a requestor, disclose and make available the requested motor vehicle record, including the sensitive personal information in the record, other than the social security number, for the following purposes:

005.02A For use by the federal, state, or local governmental agency, including any court or law enforcement agency, in carrying out the agency's functions or by a private person or entity acting on behalf of a governmental agency in carrying out the agency's functions;

005.02B For use in connection with any civil, criminal, administrative, or arbitral proceeding in any federal, state, or local court or governmental agency or before any self-regulatory body, including service of process, investigation in anticipation of litigation, and execution or enforcement of judgments and orders, or pursuant to an order of a federal, state, or local court, an administrative agency, or a self-regulatory body;

005.02C For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, anti-fraud activities, rating, or underwriting; and

005.02D For use by an employer or the employer's agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the Commercial Motor Vehicle Safety Act of 1986, 49 U.S.C. 31301 et seq., or pursuant to Neb. Rev. Stat. §§ 60-4,132 and 60-4,141.

005.03 Pursuant to Neb. Rev. Stat. § 60-484.02(3) no digital images or signatures may be released except to a federal, state or local law enforcement agency or the driver licensing agency of another state.

005.04 Pursuant to Neb. Rev. Stat. § 60-2909.01 no social security numbers may be released except under the provisions of Neb. Rev. Stat. § 60-484.

006 PROCEDURE FOR REQUESTING DISCLOSURE OF PERSONAL INFORMATION CONTAINED IN MOTOR VEHICLE RECORDS.

006.01 Request for Personal Information in a Motor Vehicle Record, Requirements. Any request for disclosure of personal information contained in a motor vehicle record must be made as follows:

006.01A The request must be made on either an Application for Copy of Driving Record form, an Application for Copy of Vehicle Record form, an Application for Multiple Driving Records form, or an Application for More Than One Vehicle Record form, and must contain a signed statement of the requestor whereby the requestor certifies that the information contained on the motor vehicle record(s) received will only be used as authorized by the Uniform Motor Vehicle Records Disclosure Act and acknowledges that the request is made with the understanding that any person

making such a request who misrepresents either their identity or the purpose for ~~the~~ which the information is requested shall be guilty of a Class IV felony. The appropriate form may be obtained from the Department of Motor Vehicles' web site pursuant to section 002 in these regulations.

006.01B Any person requesting the disclosure of personal information contained in a motor vehicle record must furnish proof of identity as provided in section 004.03A2 of these rules and regulations.

006.02 Request for Individual Record, Requirements. Any request for disclosure of personal information contained in an individual motor vehicle record must be made in writing on a form provided by the Department.

006.02A Driving Records. A request for disclosure of personal information contained in a driving record must be made on an Application for Copy of Driving Record form (see section 002 of these rules and regulations) and must contain the following information:

006.02A1 The name of the person who is the subject of the driving record, as it appears on that person's operator's license, permit or state identification card, and that person's date of birth and/or Nebraska driver's license number;

006.02A2 The purpose for which the personal information contained in the driving record requested will be used; and

006.02A3 The requestor's name, business name, and address.

006.02B Vehicle Records. A request for disclosure of personal information contained in a vehicle record must be made on an Application for Copy of Vehicle Record form (see section 002 of these rules and regulations) and must contain the following information:

006.02B1 The Vehicle Identification Number (VIN), the license plate number, or the name of the owner of the vehicle that is the subject of the request;

006.02B2 The purpose for which the personal information contained in the vehicle record requested will be used; and

006.02B3 The requestor's name, business name, and address.

006.02C Request for Disclosure of Personal Information in a Motor Vehicle Record with the Consent of the Record Holder. A person requesting disclosure of personal information contained in a motor vehicle record who has obtained the consent of the individual who is the subject of that record shall submit proof of that consent as follows:

006.02C1 Consent of the record holder shall be indicated in writing on the appropriate section of either the Application for Copy of Driving Record or

Application for Copy of Vehicle Record form on which the request is made. (See section 002 of these rules and regulations.)

006.02C2 The consent section of the Application for Copy of Driving Record or Application for Copy of Vehicle Record form must bear the signature of the record holder. (See section 002 of these rules and regulations.)

006.02C3 The consent section must bear the signature and seal of a notary public whereby said notary public acknowledges that the section was acknowledged by the record holder in the presence of the notary public.

006.02D Request for Disclosure of Personal Information in a Motor Vehicle Record Not Subject to Disclosure. In the event that the Department receives a request for personal information, which is not subject to disclosure in accordance with sections 004.01 and 004.02 of these regulations, and which is not accompanied by a consent from the record holder, the Department may mail a copy of that request to each person who is the subject of the request, informing each such individual of the request, together with a statement to the effect that disclosure is prohibited and will not be made unless the individual affirmatively elects to waive his or her right to privacy under the Uniform Motor Vehicle Records Disclosure Act, Neb. Rev. Stat. § 60-2909.

006.03 Multiple Record Request, Requirements. Any request for disclosure of personal information contained in more than one motor vehicle record must be made in writing on an Application for Multiple Driving Records form or an Application for More Than One Vehicle Record form. (See section 002 of these rules and regulations.)

006.03A Driving Records. A request for disclosure of personal information contained in more than one driving record must be made on an Application for Multiple Driving Records form (see section 002 of these rules and regulations) and must contain the following information:

006.03A1 The name of each person for whom a driving record is requested, as it appears on that person's operator's license, permit or state identification card, and that person's date of birth and/or Nebraska driver's license number;

006.03A2 The purpose for which the personal information contained in the driving records requested will be used; and

006.03A3 The requestor's name, business name, and address.

006.03B Vehicle Records. A request for disclosure of personal information contained in more than one vehicle record must be made on an Application for More Than One Vehicle Record form (see section 002 of these rules and regulations) and must contain the following information:

006.03B1 The purpose for which the personal information contained in the vehicle record will be used;

006.03B2 The requestor's name, business name, and address; and

006.03B3 The specific vehicle records requested, identified as follows:

006.03B3a A request for more than one specific vehicle record must include the Vehicle Identification Number (VIN), the license plate number, or the name of the owner of each vehicle included in the request;

006.03B3b A request for multiple vehicle records or information on non-specific motor vehicles must include information that identifies the type of vehicle in question.

006.04 **Receipt of Records by Contract.** Motor vehicle records may be received on a regular basis under a contract with the Department provided that the use is allowed in section 004.04 and if the terms of that contract expressly define the purpose for which the personal information contained in the motor vehicle records will be used, and establish a requirement that the recipient under the contract will keep a record of each person or entity to whom the recipient discloses personal information received from the Department for five years which shall be made available to the Department upon request.

006.04A Companies contracting with the Department for multiple records may, at the discretion of the Department, be required to post and file with the Department a continuous surety bond in an amount based on the volume of records requested of the Department, but no less than Ten Thousand Dollars (\$10,000.00). Such bond shall be in a form approved by the Department and written by a company approved to do business in this state. This bond shall be for the protection of the record holders and the State.

006.04B In the event of the discovery of an unauthorized disclosure of any record originating in the Department's database in that company's possession, the company in question shall notify the Department within 24 hours of the discovery of the disclosure.

006.04C Upon receipt of information of the discovery of an unauthorized disclosure, the Department may immediately terminate any contract with the subject company according to the terms of the contract and may not authorize another contract until such company has shown to the Department's satisfaction that sufficient security measures have been implemented to prevent and/or detect such unauthorized disclosures in the future.

006.04D The Department shall provide guidelines for applications for companies requesting contracts for the prospective purchase of records. The Department shall review all applications for contracts for disclosure of records and reserves the right to impose any contract condition it finds reasonable and necessary to protect the privacy of individuals and security of the information contained in the Department's database. Such conditions may include, but are not limited to, requests for copies of contracts for the resale of records to third parties, information concerning the

requestor's security plan, information concerning the requestor's business and need for the requested information, and access by the Department to all the requestor's records relevant to contract provisions for purposes of audit.

006.04E The Department may summarily rescind or terminate the contract of any company for the following reasons:

006.04E1 The company misrepresented its purpose or identity for the purpose of obtaining personal or sensitive personal information from the Department's records.

006.04E2 At any time the Department learns that there was an unauthorized breach of the company's cyber security system by an outside party.

006.04E3 The company or any employee, contractors or agent thereof which engaged in any act prohibited under section 004 of these rules and regulations. Such companies may also be subject to criminal penalties pursuant to Neb. Rev. Stat. § 60-2912.

006.04E4 At any time in which the Department is restrained or enjoined by a court of competent jurisdiction from performing any obligation established by a contract with a requesting party or upon the effective date of an act by the Nebraska Legislature restricting or removing the Department's authority to perform an obligation agreed upon by contract.

006.04E5 For reasons of governmental convenience or necessity.

006.05 **County Clerks, County Treasurers and County Sheriffs.** Access to the Department's records by county clerks, county treasurers or county sheriffs is conditioned upon the execution of a Memorandum of Understanding by the county clerk, county treasurer or county sheriff.

006.06 **Department Employees.** Access to the Department's records by employees of the Department is conditioned upon the execution of the Security and Privacy Requirements form. Such form shall be re-executed periodically and shall be kept in the Department's Human Resources file for the officer or employee.

006.07 **Misrepresentation in Request for Disclosure of Personal Information or Sensitive Personal Information Contained in a Motor Vehicle Record, Penalty.** Any person requesting the disclosure of personal information or sensitive personal information from Department records who misrepresents his or her identity or makes a false statement to the Department on any application required to be submitted pursuant to the Uniform Motor Vehicle Record Disclosure Act shall be guilty of a Class IV felony.