

Washington County Department of Water Quality Demographic Data Collection and Maintenance Policy

Washington County recognizes the importance of collecting and maintaining demographic data to ensure compliance with federal, state, and local non-discrimination laws, promote equitable service delivery, and support informed decision-making in our programs and activities. This policy outlines the procedures for collecting, maintaining, and safeguarding demographic data. This policy applies to all programs, services, and activities conducted by Washington County Department of Water Quality, as well as to any contractors or sub-recipients who collect demographic data on behalf of the Department.

Legal Compliance

The collection and use of demographic data shall comply with applicable federal laws, including but not limited to:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Title IX of the Education Amendments of 1972
- The Age Discrimination Act of 1975
- 40 C.F.R. Parts 5 and 7

Data Collection Methods

Demographic data may be collected through various means, including but not limited to:

- Surveys or questionnaires provided to program participants
- Applications for services or benefits
- Public engagement events and feedback forms
- Voluntary self-identification forms
- United States Census Bureau
- American Census Survey

Collected data categories may include:

- Race
- Ethnicity
- Gender
- Age
- Disability status
- National origin
- Language proficiency

Participation in demographic data collection shall be voluntary unless otherwise required by law. No individual will be denied services or benefits for refusing to provide demographic information.

Data Maintenance and Security

Washington County Department of Water Quality shall maintain demographic data securely to protect the privacy and confidentiality of individuals.

- **Storage:** Data shall be stored in secure systems with access restricted to authorized personnel.
- **Retention:** Demographic data shall be retained only as long as necessary to meet reporting or legal requirements.
- **Destruction:** Outdated or unnecessary data shall be securely destroyed in compliance with applicable regulations.

Use of Demographic Data

Demographic data will be used for the following purposes:

- Monitoring compliance with non-discrimination laws.
- Identifying disparities in access or outcomes.
- Developing equitable policies, programs, and resource allocations.
- Reporting to federal or state agencies, as required.

The data will not be used to discriminate against or stigmatize individuals or groups.

Public Accessibility and Transparency

Washington County Department of Water Quality will provide a summary of demographic data, where applicable, to the public through reports or presentations while ensuring individual privacy is protected.

Training and Oversight

County staff responsible for collecting and managing demographic data will receive training on this policy, non-discrimination laws, and best practices for data security.

Complaints and Inquiries

Individuals with concerns about demographic data collection, maintenance, or usage may contact:

Mark Bradshaw

Director of Environmental Management, Non-Discrimination Coordinator

Phone: 240-313-2615

Email: mbradsha@washco-md.net

Address: 16232 Elliot Parkway Williamsport, MD 21795

Policy Review

This policy will be reviewed annually to ensure compliance with legal requirements and the County's goals for equitable service delivery. Amendments will be made as needed.