

**Annual Use Report  
for Countywide Surveillance Use Policy  
Badge/Password-Access Technology for  
Multifunction Printer/Copying Machines  
October 16, 2018 - August 31, 2019**

**1. Description of How the Technology Was Used**

During the time period at issue in this Annual Report, from October 16, 2018 to August 31, 2019, the County of Santa Clara utilized badge/password-access technology for multifunction printer/copying machines only for the purposes of secure access to printing, scanning, copying, and faxing documents. The technology was used solely by County staff for County purposes and not used to capture information regarding members of the public.

**2. Data Sharing with Outside Entities**

As of August 31, 2019, no data had been shared with outside entities.

**3. Community Complaints or Concerns about the Technology**

There have been no reported community complaints or concerns regarding existing badge/password-access technology for multifunction printer/copying machines.

**4. Audits/Policy Violations**

There were no non-privileged internal audits during the time period covered in this report.

**5. Effectiveness at Achieving Identified Purpose**

The technology was effective for the purposes of secure access to printing, scanning, copying, and faxing documents by County staff.

**6. Public Records Act Requests**

There were no Public Records Act requests during the time period covered in this report.

**7. Costs Incurred from October 16, 2018 – August 31, 2019**

There are no additional costs related to badge/password-access technology for multifunction printer/copying machines. Funding for this technology is included in departments' Fiscal Year 2019-20 Adopted Budget.

**Considered: 10/22/2019**