

HSD Proprietary and Confidential Information

Public Records Disclosure

Under the Washington State Public Records Act ([RCW Chapter 42.56](#)), all materials received or created by the City of Seattle are considered public records and may be disclosed upon request.

This includes, but is not limited to:

- RFP/Q narrative responses
- Budget worksheets
- Board rosters
- Other RFP/Q application materials
- Written and electronic correspondence

HSD may also share application materials with rating committee members. All committee members are required to sign and follow a Confidentiality and Conflict of Interest Statement.

Personally Identifiable Information (PII)

Any personally identifiable information included in submitted materials may be subject to public disclosure.

Examples of PII include:

- First name
- Last name
- Date of birth
- Social Security number
- Financial account number
- Driver's license or state identification number

HSD does not require Social Security numbers on application materials or reports.

Organizations doing business with the City are encouraged to use a federal Employer Identification Number (EIN) instead.

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