



# Intermountain Forensics

SOP #

FGG-100

Revision #

01

Forensic DNA Technical Leader Approval

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5/28/2021

## Forensic Genetic Genealogy Privacy Policy

### 1. Purpose

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This document describes the privacy policy for investigative genetic genealogy.

### 2. Summary

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Forensic Genetic Genealogy often requires investigation by Intermountain Forensics (IMF) volunteers and/or investigative forensic genetic genealogy team member(s). This often involves confidential information from clients that entrust us with the information required to perform investigation. It is the responsibility of IMF to ensure this confidentiality is strictly maintained and all investigation adheres to

### 3. Procedure

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1. The following represents the protocol adopted and followed by Intermountain Forensics ("IMF") in performing Forensic Genetic Genealogy services for a law enforcement agency ("Agency")
  - a. Independent Contractor Status.
    - i. Intermountain Forensics is a 501(c)(3) nonprofit organization that performs genealogical research to identify suspects on cold cases and to identify John and Jane Does.
    - ii. IMF's employees and agents are not employees or agents of any Agency for which IMF performs services, and shall not hold themselves out to be employees or agents of Agency.
    - iii. IMF shall not have authority to enter into or bind Agency to any contract, statement, or obligation under any circumstances.
    - iv. Agency shall have no right or authority to direct or control IMF with respect to the performance of IMF's services under this Protocol, except as otherwise provided by this Protocol.
  - b. Non-Disclosure and Confidentiality.
    - i. IMF acknowledges that, in performing forensic genetic genealogy services for an Agency, IMF may have access to or become acquainted with various confidential information in the possession of Agency.
      1. Such information may include forensic information relating to individuals, the status of or information regarding an investigation, and other non-public information.
    - ii. IMF acknowledges that such information must be treated with the highest degree of confidentiality, and that any disclosure would not only violate this Protocol but could interfere with an official investigation and cause harm to the public.
    - iii. IMF shall not, for any reason, disclose to others or use for the benefit of anyone other than Agency any information received from or on behalf of Agency.
    - iv. Before permitting any employee or agent to participate in forensic genealogical research, IMF shall require the employee or agent to review and execute a copy of this Protocol.
    - v. No information from which the subject, case, or agency could be identified shall be included with any submission to a DNA, genealogical, or similar database.
  - c. Possession and Non-retention of Information and Records.
    - i. All files, records, documents, information, and similar items received from or on behalf of the Agency shall remain the exclusive property of the Agency.
    - ii. IMF shall not retain the foregoing except that IMF shall retain a secured electronic copy of its work file in the case.
  - d. Compliance with Law.
    - i. All services rendered under this Protocol shall be furnished in accordance with ordinances, resolutions, statutes, rules and regulations of any federal, state or local governmental agency of competent jurisdiction.

### 4. References

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N/A

### 5. Definitions

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N/A