

173-13-03

Confidential personal information: ~~Valid~~ valid reasons for accessing confidential personal information CPI.

An authorized ~~ODA~~ employee may access ~~confidential personal information~~ CPI for any one or more of the following reasons:

- (A) Responding to a public records request;
- (B) Responding to a request from ~~an individual~~ a person for the list of CPI that ODA maintains on that ~~individual~~ person.
- (C) Administering a constitutional provision or duty;
- (D) Administering a statutory provision or duty;
- (E) Administering an administrative rule provision or duty;
- (F) Complying with any state or federal program requirements;
- (G) Processing or payment of claims or otherwise administering a program with individual participants or beneficiaries;
- (H) Auditing (or monitoring, reviewing, etc.) purposes;
- (I) Licensure (or certification, permit, eligibility, enrollment, filing, etc.) processes;
- (J) Investigation or law enforcement purposes;
- (K) Administrative hearings;
- (L) Litigation, complying with an order of the court, or subpoena;
- (M) Human resource matters (e.g., hiring, promotion, demotion, discharge, salary/compensation issues, leave requests/issues, time card approvals/issues);
- (N) Complying with an executive order or policy;
- (O) Complying with an agency policy or a state administrative policy issued by the department of administrative services, the office of budget and management or other similar state agency; ~~or~~;
- (P) Complying with a collective-bargaining agreement provision.

Effective:

Five Year Review (FYR) Dates: 2/14/2020

Certification

Date

Promulgated Under: 119.03
Statutory Authority: 121.07, 173.01, 173.02, 1347.15
Rule Amplifies: 1347.15
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