

3334-1-17

Valid reasons for accessing confidential personal information.

Pursuant to the requirements of division (B)(2) of section 1347.15 of the Revised Code, this rule contains a list of valid reasons, directly related to the authority's exercise of its powers or duties, for which only employees of the authority may access confidential personal information (CPI) regardless of whether the personal information system is a manual system or computer system:

(A) Performing the following functions constitute valid reasons for authorized employees of the authority to access confidential personal information:

- (1) Responding to a public records request;
- (2) Responding to a request from an individual for the list of CPI the authority maintains on that individual;
- (3) Administering a constitutional provision or duty;
- (4) Administering a statutory provision or duty;
- (5) Administering an administrative rule provision or duty;
- (6) Complying with any state or federal program requirements;
- (7) Processing or payment of claims or otherwise administering a program with individual participants or beneficiaries;
- (8) Auditing purposes;
- (9) Investigation or law enforcement purposes;
- (10) Litigation, complying with an order of the court, or subpoena;
- (11) Human resource matters (e.g., hiring, promotion, demotion, discharge, salary/compensation issues, leave requests/issues, time card approvals/issues);
- (12) Complying with an executive order or policy;
- (13) Complying with a policy of the authority or a state administrative policy issued by the department of administrative services, the office of budget and management or other similar state agency.

Five Year Review (FYR) Dates: 11/2/2017 and 11/02/2022

CERTIFIED ELECTRONICALLY

Certification

11/02/2017

Date

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