

4734-3-03

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 board's exercise of its powers or duties, for which only employees of the board 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 board 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 board 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) Auditing purposes;
- (8) Licensure, renewal, reinstatement or restoration processes;
- (9) Law enforcement or investigation purposes which may include reviewing CPI of individuals who are not the subject of an investigation, but who otherwise may be witnesses with information related to or pertaining to the investigation.
- (10) Administrative hearings;
- (11) Litigation, complying with an order of the court, or subpoena;
- (12) Human resource matters (e.g. hiring, promotion, demotion, discharge, salary/compensation issues, leave requests/issues, time card approvals/issues);
- (13) Complying with an executive order or policy;

- (14) 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 similiar state agency; ~~or~~
- (15) Complying with a collective bargaining agreement provision; or
- (16) Supervising the work of another employee.

Effective:

Five Year Review (FYR) Dates: 01/12/2015

Certification

Date

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