

175-10-03

**Valid reasons for accessing confidential personal information.**

- (A) 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 ~~agency's~~agency's exercise of its powers or duties, for which only employees of the agency may access confidential personal information (CPI) regardless of whether the personal information system is a manual system or computer system:
- (B) Performing the following functions constitute valid reasons for authorized employees of the agency 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 agency 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 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

- (14) Complying with a collective bargaining agreement provision.
- (15) Complying with any federal program requirements of programs administered by the agency;
- (16) Administering any program with individual participants or beneficiaries.

Effective:

Five Year Review (FYR) Dates: 11/05/2015

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 119.03, 175.05  
Rule Amplifies: 1347.15  
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