

## 19a-2a-1. Definitions

**Personal Data****19a-2a-1. Definitions**

In addition to the definitions in Section 4-190 of Connecticut General Statutes, as used in sections 19a-2a-1 through 19a-2a-23 of the regulations of Connecticut State Agencies:

- (1) "Appointing authority" means a board, commission, officer, commissioner, person or group of persons having the power to make appointments by virtue of a statute or by lawfully delegated authority.
- (2) "Category of personal data" means the classifications of personal information set forth in subsection (9) of Section 4-190 of the Connecticut General Statutes.
- (3) "Commissioner" means the commissioner of public health.
- (4) "Department" means the department of public health.
- (5) "Other data" means any information which because of name, identifying number, mark or description can be readily associated with a particular person.
- (6) "Patient" or client" means any individual who is receiving treatment or services or who has received treatment or services in any facility operated by the department either directly or under contract, or who has requested information regarding treatment or services. State employees receiving services from the Employee Assistance Program are considered clients of the department.  
(Effective August 24, 1995.)

**19a-2a-2. Business office system**

- (a) General nature and purpose
  - (1) Location. The business office system is located at 150 Washington Street, Hartford, Connecticut.
  - (2) Format. Personal data is stored in the business office system in both automated and manual forms.
  - (3) Purpose. The purpose of the business office system is to provide relevant personal data needed for the department's accounting and budgeting transactions and records.
  - (4) Official responsible. The chief administrative officer of the department is located at 150 Washington Street, Hartford, CT and is responsible for the business office system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in the business office system is routinely obtained from:
    - (A) contracts;
    - (B) budgets; and
    - (C) travel vouchers.
  - (6) Legal authority. Collection, maintenance and use of personal data in the business office system is authorized by Sections 19a-2a and 19a-32 of the Connecticut General Statutes.
- (b) Categories
  - (1) The categories of personal data maintained by the business office system are:
    - (A) resumes;
    - (B) signature file forms;
    - (C) payroll schedules; and
    - (D) travel authorization forms.
  - (2) The categories of other data maintained by the business office are:
    - (A) social security numbers; and
    - (B) addresses.
  - (3) The categories of persons on whom records are maintained are:
    - (A) employees; and
    - (B) individuals on contract to the department.

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-3. Children with special health care needs system**

- (c) Uses
  - (1) Routine uses
    - (A) Users. The business office system is used by:
      - (i) business office accountants;
      - (ii) the fiscal officer; and
      - (iii) the business manager.
    - (B) Purpose. The business office system is used for:
      - (i) budget purposes;
      - (ii) accounting;
      - (iii) ensuring up-to-date insurance is on hand when reimbursing for employees' travel; and
      - (iv) payments for contractual services.
  - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.

(Effective August 24, 1995.)

**19a-2a-3. Children with special health care needs system**

- (a) General nature and purpose
  - (1) Location. The children with special health care needs system is located at 999 Asylum Avenue, Hartford, Connecticut.
  - (2) Format. Personal data on children with special health care needs is stored in manual form.
  - (3) Purpose. The purpose of the special health care needs system is to provide the program personnel with data regarding the children who receive service.
  - (4) Official responsible. The director of child and adolescent health division of the department is located at 999 Asylum Avenue, Hartford, CT and is responsible for the children with special health care needs system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in the children with special health care needs system are received from:
    - (A) the referring person or agency;
    - (B) the family of the child; and
    - (C) providers of service to the child.
  - (6) Legal authority. The legal authority for the children with special health care needs system is Connecticut General Statutes, Sections 19a-48 through 19a-55, 19a-59, and 19a-61.
- (b) Categories
  - (1) The categories of personal data maintained in the children with special health care needs system include, but are not necessarily limited to:
    - (A) name of child;
    - (B) names of parents or guardians and siblings;
    - (C) address of child;
    - (D) birthdate of child;
    - (E) race of child;
    - (F) sex of child;
    - (G) family income;
    - (H) employers of parents or guardians;
    - (I) family medical insurance information;
    - (J) medical information regarding the child; and

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-4. Division of chronic disease and injury prevention system**

- (K) information regarding services provided for the child, including amount paid on fee-for-service care.
  - (2) There are no categories of other data maintained in the special health care needs system.
  - (3) Records are maintained on children referred to the program for services.
  - (c) Uses
    - (1) Routine uses
      - (A) Users. The children with special health care needs system is used by program staff.
      - (B) Purpose. The children with special health care needs system is used to:
        - (i) determine eligibility,
        - (ii) provide case management services, and
        - (iii) prepare statistical reports.
    - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.
- (Effective August 24, 1995.)

**19a-2a-4. Division of chronic disease and injury prevention system**

- (a) General nature and purpose
  - (1) Location. The division of chronic disease and injury prevention system is located at 141 Washington Street, Hartford, Connecticut.
  - (2) Format. Personal data is stored in the division of chronic disease and injury prevention system in both automated and manual forms.
  - (3) Purpose. Working directly and with citizens through grants awarded to local health departments and other community agencies, the division provides chronic disease and injury prevention and early detection programs for at-risk populations.
  - (4) Official responsible. The director, division of chronic disease and injury prevention, is located at 141 Washington Street, Hartford, CT and is responsible for the division of chronic disease and injury prevention data system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in the division of chronic disease and injury prevention data system is routinely obtained from:
    - (A) division staff;
    - (B) staff from other agencies; and
    - (C) contractors.
  - (6) Legal authority. Collection, maintenance, and use of personal data in the division of chronic disease and injury prevention data system is authorized by Connecticut General Statutes Section 19a-2a.
- (b) Categories
  - (1) The categories of personal data maintained by the division of chronic disease and injury prevention health system are:
    - (A) names, addresses, phone numbers age, sex; and
    - (B) certain medical information (e.g., blood pressure measurements, results of mammograms for program participants).
  - (2) There are no categories of other data maintained in the chronic disease and injury prevention data system.
  - (3) The categories of persons on whom records are maintained are contractors' program participants in:

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-5. Community nursing and day care division data system**

- (A) blood pressure screening programs;
  - (B) cholesterol screening programs;
  - (C) exercise programs;
  - (D) nutrition programs;
  - (F) diabetes control programs;
  - (G) breast and cervical cancer screenings;
  - (H) smoking cessation programs; and
  - (I) violence and injury control programs.
- (c) Uses
- (1) Routine uses
    - (A) Users. The division of chronic disease and injury prevention system is used by:
      - (i) division of chronic disease staff; and
      - (ii) federal and state funding agency staff.
    - (B) Purpose. The system is used to:
      - (i) monitor contracts;
      - (ii) evaluate program effectiveness;
      - (iii) manage the contract process;
      - (iv) track participants requiring follow-up; and
      - (v) report to federal funding agencies.
  - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.
- (Effective August 24, 1995.)

**19a-2a-5. Community nursing and day care division data system**

- (a) General nature and purpose
  - (1) Location. The community nursing and day care division data system is located at 20 Trinity Street, Hartford, Connecticut.
  - (2) Format. Personal data in the community nursing and day care division is stored in both automated and manual forms.
  - (3) Purpose. The purpose of this personal data system is to provide information required in order to evaluate an application for licensure of a clinic, a free standing family planning and abortion clinic, a child health clinic, a school-based infirmary, a child day care center, a group day care home, a family day care center and for the division to grant approval for the administration of certain medications by school personnel.
  - (4) Official responsible. The director, community nursing and day care division, is located at 20 Trinity St., Hartford, Connecticut, and is responsible for the community nursing and day care division system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in the community nursing and day care division data system is obtained from:
    - (A) applicants for licensure;
    - (B) their employees and clients.
  - (6) Legal authority. Collection, maintenance and use of personal data in the community nursing and day care division data system is authorized by Connecticut General Statutes, sections:
    - (A) 10-212a;
    - (B) 19a-80;
    - (C) 19a-87b; and

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-6. Environmental health data system**

- (D) 19a-491.
- (b) Categories
- (1) The categories of personal data maintained by the community nursing and day care division data system include, but are not necessarily limited to:
    - (A) applicants' names, addresses, education, training, and experience; and
    - (B) the names, addresses, education, training and experience of staff working in licensed facilities.
  - (2) The categories of other data maintained by the community nursing and day care division data system are data regarding the organizational structure associated with the ownership of licensed facilities.
  - (3) The categories of persons on whom records are maintained are:
    - (A) clients who have made or have cause to make complaints;
    - (B) children who have made or have cause to make complaints; and
    - (C) individuals employed in regulated positions.
- (c) Uses
- (1) Routine uses
    - (A) Users. The community nursing and day care division data system is used by department employees assigned to carry out regulatory programs.
    - (B) Purpose. The purpose of the community nursing and day care division data system is to verify compliance or noncompliance by providers with requirements for licensure or grants.
  - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.
- (Effective August 24, 1995.)

**19a-2a-6. Environmental health data system**

- (a) General nature and purpose
- (1) Location. The environmental health data system is located at 21 Grand Street, Hartford, Connecticut.
  - (2) Format. Personal data is stored in the environmental health data system in both automated and manual forms.
  - (3) Purpose. The purpose of the environmental health data system is to:
    - (A) document reduced morbidity and mortality; and
    - (B) improve living conditions for state residents as a result of:
      - (i) educational programs;
      - (ii) regulatory programs; and
      - (iii) passive programs that address hazards through alteration of the environment.
  - (4) Official responsible. The bureau chief of the health promotion bureau is located at 21 Grand Street, Hartford, Connecticut, and is responsible for the environmental health data system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in the environmental health data system is routinely obtained from:
    - (A) professional licenses;
    - (B) professional registrations;
    - (C) professional certifications;
    - (D) environmental inspection results; and
    - (E) occupational exposure results.

**19a-2a-7. Office of emergency medical services data system**

- (6) Legal authority. Collection, maintenance and use of personal data in the environmental health data system is authorized by Connecticut General Statutes, sections:
    - (A) 19a-110 through 19a-111d;
    - (B) 19a-421;
    - (C) 19a-426; and
    - (D) 20-435 through 20-439.
  - (b) Categories
    - (1) The categories of personal data maintained by the environmental health data system are:
      - (A) educational;
      - (B) employment history;
      - (C) inspectional;
      - (D) training and work experience; and
      - (E) medical.
    - (2) The category of other data maintained by the environmental data system is business records.
    - (3) The categories of persons on whom records are maintained are:
      - (A) applicants for professional registration, certification or licensure; and
      - (B) persons with high blood lead levels.
  - (c) Uses
    - (1) Routine uses
      - (A) Users. The environmental health data system is used by department staff.
      - (B) Purpose. The environmental health data system is used for:
        - (i) verification of educational credentials;
        - (ii) verification of training or work credentials;
        - (iii) disease and environmental surveillance; and
        - (iv) monitoring of conformance to regulations and statutes.
    - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.
- (Effective August 24, 1995.)

**19a-2a-7. Office of emergency medical services data system**

- (a) General nature and purpose
  - (1) Location. The office of emergency medical services data system is located at 150 Washington Street, Hartford, Connecticut.
  - (2) Format. Personal data is stored in the office of emergency medical services data system in both automated and manual forms.
  - (3) Purpose. The purpose of the office of emergency medical services data system is to maintain documentation relating to technicians and instructors licensed and certified.
  - (4) Official responsible. The director of the office of emergency medical services is located at 150 Washington Street, Hartford, Connecticut, and is responsible for the office of emergency medical services data system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in the office of emergency medical services data system is routinely obtained from:
    - (A) applicants seeking licensure or certification to provide emergency medical services;

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-8. Vital records data system**

- (B) applicants seeking licensure to provide ambulance or rescue services; and,
  - (C) applicants' references.
  - (6) Legal authority. Collection, maintenance and use of personal data in the office emergency medical services data system is authorized by Connecticut General Statutes Sections 19a-178 through 19a-180.
  - (b) Categories
    - (1) The categories of personal data maintained by the office of emergency medical services data system include, but are not necessarily limited to:
      - (A) name;
      - (B) social security number;
      - (C) address;
      - (D) education and training; and
      - (E) personal character references of applicant.
    - (2) There are no categories of other data maintained in the emergency medical services data system.
    - (3) The categories of persons on whom data is maintained are:
      - (A) applicants for certification or licensure; and
      - (B) persons certified or licensed by emergency medical services.
  - (c) Uses
    - (1) Routine uses
      - (A) Users. The office of emergency medical services data system is used by department employees assigned to carry out the office of emergency medical services regulatory programs.
      - (B) Purpose. The purpose of the office of emergency medical services data system is to maintain documentation relating to the qualification of applicants licensed and certified.
    - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.
- (Effective August 24, 1995.)

**19a-2a-8. Vital records data system**

- (a) General nature and purpose
  - (1) Location. The vital records data system is located at 150 Washington Street, Hartford, Connecticut.
  - (2) Format. Personal data in the vital records data system is maintained in both automated and manual forms.
  - (3) Purpose. The purpose of the vital records data system is to provide support for:
    - (A) health status surveillance;
    - (B) health program development; and
    - (C) individuals seeking certified copies of their birth certificates or other personal data records as provided by the Connecticut General Statutes.
  - (4) Official responsible. The registrar of vital records is located at 150 Washington Street, Hartford, Connecticut, and is responsible for the vital records data collection system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in the vital records system is routinely obtained from:
    - (A) hospitals;
    - (B) funeral directors; and

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-9. Long term care data system**

- (C) town clerks.
  - (6) Legal authority. The legal authority for the vital records data system is:
    - (A) Connecticut General Statutes, Sections:
      - (i) 19a-44;
      - (ii) 7-41a;
      - (iii) 7-47;
      - (iv) 7-47b;
      - (v) 7-48;
      - (vi) 7-60;
      - (vii) 46b-68; and
    - (B) Regulations of Connecticut State Agencies, section 19-6a-2.
  - (b) Categories
    - (1) The categories of personal data maintained in the vital records data system include, but are not necessarily limited to:
      - (A) name or hospital medical record number;
      - (B) social security number;
      - (C) name of mother;
      - (D) address;
      - (E) race;
      - (F) sex;
      - (G) ethnicity;
      - (H) marital status;
      - (I) religion; and
      - (J) social and medical risk factors.
    - (2) The category of other data in the vital records data system is correspondence requests for vital records.
    - (3) The categories of people on whom records are maintained are:
      - (A) newborns;
      - (B) married persons;
      - (C) deceased persons; and
      - (D) adopted persons.
  - (c) Uses
    - (1) Routine uses
      - (A) Users. Routine users include:
        - (i) genealogical researchers;
        - (ii) state agencies;
        - (iii) the federal government; and
        - (iv) researchers.
      - (B) Purpose. The vital records data system is used by the department for:
        - (i) community-based planning;
        - (ii) statistical research regarding health status; and
        - (iii) population estimates made by the U.S. census bureau and department.
    - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.
- (Effective August 24, 1995.)

**19a-2a-9. Long term care data system**

- (a) General nature and purpose
  - (1) Location. The long term care data system is located at:

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-10. Connecticut tumor registry data system**

- (A) 150 Washington Street, Hartford, Connecticut; and
- (B) the State Data Center, 340 Capital Avenue, Hartford, Connecticut.
- (2) Format. The data system is maintained in both automated and manual forms.
- (3) Purpose. The purpose is to provide technical and analytical support for:
  - (A) health program development;
  - (B) policy analysis; and
  - (C) program evaluation.
- (4) Official responsible. The director of health research data analysis is located at 150 Washington Street, Hartford, Connecticut, and is the official responsible for the long term care data system. Requests for disclosure or amendment of the records in the system should be directed to this official.
- (5) Routine sources. Personal data in the long term care data system is routinely obtained from:
  - (A) nursing homes; and
  - (B) the Connecticut State Department of Social Services.
- (6) Legal authority. The legal authority for the long term care data system is regulations of Connecticut State Agencies, sections 19-6a-2, and 19-13-D8t(f)(3)(H).
- (b) Categories
  - (1) The categories of personal data maintained in the long term care data system include, but are not necessarily limited to:
    - (A) name of nursing home resident;
    - (B) social security number;
    - (C) sex;
    - (D) year of birth;
    - (E) race;
    - (F) diagnosis and functional status;
    - (G) admission and discharge dates; and
    - (H) source of payment, medicaid number.
  - (2) The category of other data in the long term care data system is original town of residence.
  - (3) The category of people on whom records are maintained is nursing home residents.
- (c) Uses
  - (1) Routine uses
    - (A) Users. The long term care data system is used by:
      - (i) the Connecticut State Office of Policy and Management; and
      - (ii) individuals or groups conducting research in long term health care.
    - (B) Purpose. The long term care data system is used for:
      - (i) health planning; and
      - (ii) program development and evaluation.
  - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.

(Effective August 24, 1995.)

**19a-2a-10. Connecticut tumor registry data system**

- (a) General nature and purpose
  - (1) Location. The Connecticut tumor registry data system is located at 150 Washington Street, Hartford, Connecticut.

*Current with materials published in Connecticut Law Journal through 06/01/2006*

19a-2a-10. Connecticut tumor registry data system

- (2) Format. The tumor registry data system is maintained in both automated and manual forms.
  - (3) Purpose. The purpose is to provide:
    - (A) cancer incidence and survival data for Connecticut;
    - (B) data for cancer control program evaluation;
    - (C) data for epidemiological studies of cancer in Connecticut; and
    - (D) data for the National Cancer Institute.
  - (4) Official responsible. The director of the tumor registry is located at 150 Washington Street, Hartford, Connecticut, and is the official responsible for the tumor registry data system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in the tumor registry data system is routinely obtained from:
    - (A) hospitals;
    - (B) death certificates;
    - (C) private pathology laboratories; and
    - (D) reports from other state central cancer registries.
  - (6) Legal authority. The legal authority for the tumor registry data system is:
    - (A) Connecticut General Statutes, sections 19a-72 and 19a-74; and
    - (B) Regulations of Connecticut State Agencies, sections 19-6a-2, and 19a-73-1 through 19a-73-7.
- (b) Categories
- (1) The categories of personal data maintained in the tumor registry data system include, but are not necessarily limited to:
    - (A) name;
    - (B) social security number;
    - (C) date of birth;
    - (D) address;
    - (E) race;
    - (F) ethnicity;
    - (G) sex;
    - (H) place of birth;
    - (I) social and medical risk factors; and
    - (J) health outcomes.
  - (2) There are no categories of other data in the tumor registry data system.
  - (3) The category of people on whom records are maintained is cancer patients.
- (c) Uses
- (1) Routine uses
    - (A) Users. The tumor registry data system is used by:
      - (i) the department's Occupational Health Division;
      - (ii) the department's Environmental Epidemiology Division;
      - (iii) authorized researchers; and
      - (iv) the National Cancer Institute.
    - (B) Purpose. The tumor registry data system is used for:
      - (i) community-based health planning;
      - (ii) program development;
      - (iii) statistical research; and
      - (iv) program compliance evaluation.
  - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.

**19a-2a-11. Healthy start data system**

(Effective August 24, 1995.)

**19a-2a-11. Healthy start data system**

- (a) General nature and purpose
  - (1) Location. The healthy start data system is located at 999 Asylum Avenue, Hartford, Connecticut.
  - (2) Format. Personal data is stored in the healthy start system in both automated and manual forms.
  - (3) Purpose. The purpose of the healthy start data system is to:
    - (A) maintain data regarding the provision of services in the program;
    - (B) monitor program accountability;
    - (C) carry out program evaluation; and
    - (D) apply for federal financial participation.
  - (4) Official responsible. The director, maternal and infant health division, is located at 999 Asylum Avenue, Hartford, Connecticut and is the official responsible for the healthy start data system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in the healthy start data system is routinely obtained from local grantees providing services to women, infants, and children.
  - (6) Legal authority. Collection, maintenance and use of personal data in the healthy start data system is authorized by the Connecticut General Statutes, Sections 19a-59 and 19a-59b.
- (b) Categories
  - (1) The categories of personal data maintained by the healthy start data system include, but are not necessarily limited to:
    - (A) name;
    - (B) Medicaid eligibility status;
    - (C) social security number;
    - (D) town of residence;
    - (E) Medicaid identification number;
    - (F) race;
    - (G) Hispanic origin information;
    - (H) WIC eligibility status;
    - (I) family size;
    - (J) family income;
    - (K) WIC identification number;
    - (L) pregnancy outcome;
    - (M) discharge information; and
    - (N) medical information.
  - (2) There are no categories of other data collected.
  - (3) The category of persons on whom records are maintained is all healthy start program participants.
- (c) Uses
  - (1) Routine uses
    - (A) Users. The healthy start data system is used by department program staff and grantee agencies.
    - (B) Purpose. The healthy start data system is used to:
      - (i) determine eligibility;
      - (ii) document individuals' case management and the liaison services provided;
      - (iii) study the effect of prenatal care upon pregnancy outcome; and
      - (iv) evaluate grantee performance.
  - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-12. Infectious disease epidemiology data system**

Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.

(Effective August 24, 1995.)

**19a-2a-12. Infectious disease epidemiology data system**

- (a) General nature and purpose
  - (1) Location. The infectious disease epidemiology data system is located at 21 Grand Street, Hartford, Connecticut.
  - (2) Format. Personal data is stored in the infectious disease epidemiology data system in both automated and manual forms.
  - (3) Purpose. The purpose of the infectious disease epidemiology data system is to:
    - (A) monitor the incidence and trends in diseases; and
    - (B) evaluate health education and health care programs.
  - (4) Official responsible. The bureau chief, of the bureau of health promotion, is located at 21 Grand Street, Hartford, Connecticut, and is responsible for the infectious disease epidemiology data system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. The infectious disease epidemiology data system contains:
    - (A) data from reportable disease reports from health care providers and health care facilities including medical laboratories;
    - (B) reports from the Department of Correction,
    - (C) reports from schools;
    - (D) reports from local directors of health; and
    - (E) data from department health counselors and educators.
  - (6) Legal authority. Collection, maintenance and use of personal data in the infectious disease epidemiology data system data is authorized by:
    - (A) Connecticut General Statutes, Sections:
      - (i) 19a-215;
      - (ii) 19a-262; and
    - (B) The Regulations of Connecticut State Agencies:
      - (i) 19a-36-A1 through 19a-36-A6; and
      - (ii) 19a-36-A11.
- (b) Categories
  - (1) The categories of personal data maintained by the infectious disease epidemiology data system include, but are not necessarily limited to:
    - (A) name;
    - (B) address;
    - (C) age;
    - (D) race;
    - (E) sex;
    - (F) occupation; and
    - (G) behaviors which put the individual at risk for infectious diseases.
  - (2) There are no categories of other data collected for the infectious disease epidemiology data system.
  - (3) The category of persons on whom records are maintained is people with specific reportable diseases.
- (c) Uses
  - (1) Routine uses
    - (A) Users. The infectious disease epidemiology data system is used by:
      - (i) the department; and
      - (ii) authorized researchers.
    - (B) Purpose. The infectious disease epidemiology data system is used for:
      - (i) disease surveillance; and

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-13. Bureau of laboratory services data system**

- (ii) evaluation of health education and intervention programs.
- (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.  
(Effective August 24, 1995.)

**19a-2a-13. Bureau of laboratory services data system**

- (a) General nature and purpose
  - (1) Location. The bureau of laboratory services data system is located at 10 Clinton Street, Hartford, Connecticut.
  - (2) Format. Personal data is stored in the bureau of laboratory services data system in both automated and manual forms.
  - (3) Purpose. The purpose of the bureau of laboratory services data system is to document and maintain laboratory analysis reports.
  - (4) Official responsible. The chief of the bureau of laboratory services is located at 10 Clinton Street, Hartford, Connecticut, and is the official responsible for the bureau of laboratory services data system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in the bureau of laboratory services data system is routinely obtained from:
    - (A) physicians;
    - (B) private and public laboratories;
    - (C) directors of health;
    - (D) sanitarians;
    - (E) various state agencies;
    - (F) the United States justice department;
    - (G) state and local police; and
    - (H) other department bureaus and centers.
  - (6) Legal authority. Collection, maintenance and use of personal data in the bureau of laboratory services is authorized by Connecticut General Statutes, Sections:
    - (A) 19a-25 through 19a-30;
    - (B) 14-227a through 14-227c;
    - (C) 21a-274; and
    - (D) 21a-283.
- (b) Categories
  - (1) The categories of personal data maintained by the bureau of laboratory services data system are laboratory analysis results associated with:
    - (A) patients;
    - (B) physicians;
    - (C) directors of health;
    - (D) other in-state laboratories;
    - (E) alleged criminal perpetrators; and
    - (F) principal parties in environmental and consumer protection actions.
  - (2) There are no categories of other data collected for the bureau of laboratory services data system.
  - (3) Categories of persons on whom records are maintained are:
    - (A) newborns,
    - (B) patients of medical practitioners, and
    - (C) alleged criminal perpetrators.
- (c) Uses

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-14. Local health administration system**

- (1) Routine uses
  - (A) Users. The bureau of laboratory services data system is used by:
    - (i) physicians;
    - (ii) lawyers;
    - (iii) officials of state agencies;
    - (iv) judiciary department staff;
    - (v) laboratory supervisors; and
    - (vi) federal agencies.
  - (B) Purpose. The bureau of laboratory services data system is used for:
    - (i) diagnosis of disease;
    - (ii) appraisal of environmental conditions; and
    - (iii) testimony to support laboratory findings in court.
- (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.  
(Effective August 24, 1995.)

**19a-2a-14. Local health administration system**

- (a) General nature and purpose
  - (1) Location. This system is located at 150 Washington Street, Hartford, Connecticut.
  - (2) Format. The system is a combined automated and manual system.
  - (3) Purpose. The purpose of this system is to provide the department with:
    - (A) data to assure compliance with subsection (a) of Section 19a-200 and Section 19a-242 of the Connecticut General Statutes regarding qualifications of local directors of health and their appointments;
    - (B) data to assure compliance with sections 19a-202 and 19a-245 of the Connecticut General Statutes and sections 19a-76-1 to 19a-76-4 of the regulations of Connecticut State Agencies regarding use of state funding for local health departments and health districts; and
    - (C) data on the organization and management of local health departments and districts in the state pursuant to subsection (a) of Section 19a-200 of the Connecticut General Statutes.
  - (4) Official responsible. The director of the office of local health administration is located at 150 Washington Street, Hartford, Connecticut, and is the official responsible for the system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in this system is routinely obtained from:
    - (A) local directors of health and their staff;
    - (B) potential candidates for director of health or other local health staff positions;
    - (C) educational institutions;
    - (D) civil service commissions; and
    - (E) boards of health.
  - (6) Legal authority. The legal authority for this system is Connecticut General Statutes, Sections:
    - (A) 19a-200;
    - (B) 19a-202;
    - (C) 19a-206;
    - (D) 19a-241;
    - (E) 19a-242;

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-15. Newborn screening system**

- (F) 19a-243;
  - (G) 19a-244; and
  - (H) 19a-245.
- (b) Categories
- (1) The categories of personal data maintained in the local health administration system include, but are not necessarily limited to:
    - (A) educational and professional background materials, including but not limited to resumes or curricula vitae, educational transcripts, letters of reference, appointments, and removal from office;
    - (B) names, addresses, telephone numbers, birth dates, educational backgrounds, salaries and conditions of employment for local directors of health and their staff;
    - (C) fees, expenses, and charges for services to the towns by part-time directors of health and submitted to the commissioner for approval; and
    - (D) letters of complaint filed against local directors of health, their departments, or staff, results of investigations, and recommendations for disciplinary actions.
  - (2) There are no categories of other data maintained by the local health administration system.
  - (3) Categories of persons on whom records are maintained are:
    - (A) local health directors; and
    - (B) persons appointed by local health directors.
- (c) Uses
- (1) Routine uses
    - (A) Users. The system is used by program staff.
    - (B) Purpose. The system is used to assure compliance with the general statutes regarding qualifications of local directors of health and their appointments and the use of state funding for local health departments and districts, and to provide aggregated data on the organization and management of local health departments and districts in the state.
  - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.
- (Effective August 24, 1995.)

**19a-2a-15. Newborn screening system**

- (a) General nature and purpose
- (1) Location. The newborn screening system is located at 999 Asylum Avenue, Hartford, Connecticut.
  - (2) Format. Personal data is stored in the newborn screening system in a manual form.
  - (3) Purpose. The purpose of the newborn screening system is to track infants found to have a serious problem as a result of a blood test done right after birth.
  - (4) Official responsible. The director, maternal infant health division is located at 999 Asylum Avenue, Hartford, Connecticut, and is the official responsible for the newborn screening system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in the newborn screening system is received from any laboratory carrying out a newborn screening test.

**19a-2a-16. Personnel data system**

- (6) Legal authority. The collection, maintenance and use of personal data in the newborn screening system is authorized by Connecticut General Statutes, Section 19a-55.
  - (b) Categories
    - (1) The categories of personal data maintained by the newborn screening section include, but are not necessarily limited to:
      - (A) name of infant;
      - (B) name and age of mother;
      - (C) sex of infant;
      - (D) birthdate of infant;
      - (E) address of mother and father;
      - (F) telephone number of parents;
      - (G) place of birth of infant; and
      - (H) medical information on the infant.
    - (2) The category of other data maintained in the newborn screening system is information on services received by infant.
    - (3) Categories of persons on whom records are maintained are:
      - (A) newborn infants; and
      - (B) parents of newborn infants.
  - (c) Uses
    - (1) Routine uses
      - (A) Users. The newborn screening system is used by program staff.
      - (B) Purpose. The newborn screening system is used to ensure that the infant received proper treatment and follow-up.
    - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.
- (Effective August 24, 1995.)

**19a-2a-16. Personnel data system**

- (a) General nature and purpose
  - (1) Location. Personnel records for employees of the department are maintained at 150 Washington Street, Hartford, Connecticut.
  - (2) Format. Personal data is stored in the personnel data system in both automated and manual form.
  - (3) Purpose. The purpose of the personnel data system is to carry out the personnel and payroll responsibilities of the department in a manner consistent with the state's prescribed policies and procedures.
  - (4) Official responsible. Personnel records are the responsibility of the Personnel Administrator, 150 Washington Street, Hartford, Connecticut. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in the personnel data system is routinely obtained from:
    - (A) employees;
    - (B) supervisors;
    - (C) the Comptroller's Office;
    - (D) insurance companies;
    - (E) credit unions;
    - (F) banks;
    - (G) the department;

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-17. Contract administration data system**

- (H) previous employers of employees;
  - (I) the Department of Administrative Services, Division of Personnel; and
  - (J) references supplied by applicants.
  - (6) Legal authority. The legal authority for the collection, maintenance and use of the personal data in the system is Connecticut General Statutes, Sections 5-193 through 5-269.
  - (b) Categories
    - (1) The categories of personal data maintained by the personnel data system include, but are not necessarily limited to:
      - (A) name;
      - (B) address;
      - (C) date of birth;
      - (D) social security number;
      - (E) employment history;
      - (F) education;
      - (G) payroll data; and
      - (H) labor relations and union related data.
    - (2) The category of other data maintained by the personnel data system includes but is not necessarily limited to a history of who has worked within each position.
    - (3) Categories of people upon whom personnel records are maintained are:
      - (A) employees;
      - (B) applicants for employment; and
      - (C) past employees.
  - (c) Uses
    - (1) Routine uses
      - (A) Users. The personnel data system is used by the department's personnel and payroll offices and the department's administration.
      - (B) Purpose. The personnel data system is used for:
        - (i) ensuring that applicants for employment meet prescribed qualifications; and
        - (ii) ensuring that candidates for promotion meet prescribed qualifications.
    - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.
- (Effective August 24, 1995.)

**19a-2a-17. Contract administration data system**

- (a) General nature and purpose
  - (1) Location. The contract administration data system is maintained at 150 Washington Street, Hartford, Connecticut.
  - (2) Format. Personal data is stored in the contract administration data system in both automated and manual forms.
  - (3) Purpose. The purpose of the contract administration data system is to:
    - (A) ensure that contracts are awarded in a manner consistent with state policies and procedures; and
    - (B) to ensure contracts are administered in a manner consistent with state policies and procedures.
  - (4) Official responsible. The director of contract administration at 150 Washington Street, Hartford, Connecticut is responsible for the contract administration data

19a-2a-17. Contract administration data system

system. Requests for disclosure or amendment of the records in the system should be directed to this official.

- (5) Routine sources. Personal data in the contract administration data system is routinely obtained from:
  - (A) consultants;
  - (B) contractors; and
  - (C) subcontractors.
- (6) Legal authority. Collection, maintenance and use of personal data in the contract administration data system is authorized by Connecticut General Statutes Sections:
  - (A) 4-8; and
  - (B) 19a-32.
- (b) Categories
  - (1) The categories of personal data maintained by the contract administration data system include, but are not necessarily limited to:
    - (A) names of:
      - (i) consultants;
      - (ii) contractors;
      - (iii) subcontractors;
    - (B) address of:
      - (i) consultants;
      - (ii) contractors;
      - (iii) subcontractors;
    - (C) resumes of consultants;
    - (D) time sheets and salary records of consultants;
    - (E) social security numbers of:
      - (i) consultants;
      - (ii) contractors;
      - (iii) subcontractors; and
    - (F) federal employee identification numbers of:
      - (i) consultants;
      - (ii) contractors; and
      - (iv) subcontractors.
  - (2) There are no categories of other data maintained by the contract administration data system.
  - (3) The categories of persons on whom records are maintained are:
    - (A) consultants;
    - (B) contractors;
    - (C) subcontractors; and
    - (D) service providers.
- (c) Use
  - (1) Routine uses
    - (A) Users. The contract administration data system is used by department staff.
    - (B) Purpose. The contract administration data system is used for:
      - (i) internal audits of contractor services;
      - (ii) financial audits; and
      - (iii) financial management.
  - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-18. Supplemental food program for women, infants and children (WIC) system**

(Effective August 24, 1995.)

**19a-2a-18. Supplemental food program for women, infants and children (WIC) system**

- (a) General nature and purpose
  - (1) Location. The WIC system is located at 999 Asylum Avenue, Hartford, Connecticut.
  - (2) Format. Personal data is stored in the WIC system in both automated and manual forms.
  - (3) Purpose. The purpose of the WIC system is to provide the WIC program with data regarding participants.
    - (A) Participant information is maintained for documentation of certification of eligibility as well as to enable the issuance of WIC checks to eligible participants.
    - (B) Nutrition surveillance information is maintained to track the health status of certain individuals, and maintain documentation on food stores and pharmacies who apply to become authorized program vendors as well as currently authorized vendors.
  - (4) Official responsible. The state WIC director is located at 999 Asylum Avenue, Hartford, Connecticut, and is the official responsible for the WIC system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in the WIC system is routinely obtained from:
    - (A) the program participants; and
    - (B) vendors who apply to become authorized WIC program vendors.
  - (6) Legal authority. Collection, maintenance and use of the WIC data system is authorized by Section 19a-59c of the Connecticut General Statutes.
- (b) Categories
  - (1) The categories of personal data maintained by the WIC system include, but are not necessarily limited to:
    - (A) names;
    - (B) sex;
    - (C) address;
    - (D) race;
    - (E) telephone numbers;
    - (F) medical information;
    - (G) date of birth; and
    - (H) family income.
  - (2) The category of other data maintained by the WIC system is names of parents and guardians.
  - (3) The categories of persons on whom records are maintained are:
    - (A) program participants; and
    - (B) vendors who apply to be authorized program vendors.
- (c) Uses
  - (1) Routine uses
    - (A) Users. The WIC system is used by program staff.
    - (B) Purpose. The WIC system is used for:
      - (i) program accountability;
      - (ii) program evaluation; and
      - (iii) eligibility determination of applicants and vendors.
  - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-19. Division of medical quality assurance, professional licensure applications system**

General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.

(Effective August 24, 1995.)

**19a-2a-19. Division of medical quality assurance, professional licensure applications system**

- (a) General nature and purpose
  - (1) Location. The division of medical quality assurance is located at 150 Washington Street, Hartford, Connecticut.
  - (2) Format. Personal data is stored in both manual and automated forms.
  - (3) Purpose. The purpose of the division of medical quality assurance, professional licensure system is to ensure that persons working in regulated professions meet standards of eligibility and conform to professional standards.
  - (4) Official responsible. The director for the division of medical quality assurance is located at 150 Washington Street, Hartford Connecticut, and is the official responsible for this system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Personal data in the division's system is routinely obtained from:
    - (A) applicants;
    - (B) references for applicants;
    - (C) educational institutions;
    - (D) training programs;
    - (E) employers; and
    - (F) consumer complainants.
  - (6) Legal authority. The division of medical quality assurance professional licensure system is authorized by Connecticut General Statutes, Sections 19a-511 through 19a-520, and chapters:
    - (A) 369 through 376a;
    - (B) 377 through 381a;
    - (C) 383 through 388;
    - (D) 398; and
    - (E) 399.
- (b) Categories
  - (1) The categories of personal data maintained include, but are not necessarily limited to:
    - (A) name;
    - (B) address;
    - (C) social security number;
    - (D) licensure status in other states;
    - (E) educational and training;
    - (F) professional references;
    - (G) work history; and
    - (E) data pertaining to complaints; investigations, and disciplinary actions.
  - (2) There are no categories of other data maintained by this system.
  - (3) The categories of persons on whom records are maintained are applicants for and holders of licensure, certification, or registration within a regulated profession.
- (c) Uses
  - (1) Routine uses
    - (A) Users. The system is used by department staff, third party payers, data banks, health care consumers, and health care employers.

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-20. Payroll records data system**

- (B) Purpose. The system is used to identify persons allowed to work within regulated professions.
- (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.

(Effective August 24, 1995.)

**19a-2a-20. Payroll records data system**

- (a) General nature and purpose
  - (1) Location. Payroll records for all department employees, are maintained at 150 Washington Street, Hartford, Connecticut.
  - (2) Format. Payroll records are maintained in automated and manual forms.
  - (3) Purpose. The purpose of the system is to facilitate the department's activities regarding payroll, budgeting, cost accounting, personnel planning and compliance with state and federal reporting requirements.
  - (4) Official responsible. The Chief Administrator of Fiscal Services is located at 150 Washington Street, Hartford, Connecticut, and is the official responsible for the payroll records data system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Routine sources of information in payroll records include:
    - (A) employee;
    - (B) employee's supervisor;
    - (C) attendance sheets;
    - (D) contracts;
    - (E) the Comptroller's Office;
    - (F) the Department of Administrative Services;
    - (G) the Division of Personnel and Labor Relations; and
    - (H) insurance carriers.
  - (6) Legal authority. Payroll data are collected, maintained and used under authority of the State Personnel Act, Connecticut General Statutes Section 5-193 through 5-269.
- (b) Categories
  - (1) Categories of personal data maintained in payroll files include, but are not necessarily limited to:
    - (A) name;
    - (B) address;
    - (C) social security number;
    - (D) date of birth;
    - (E) telephone number;
    - (F) marital status;
    - (G) insurance;
    - (H) retirement information;
    - (I) military service;
    - (J) correspondence regarding payroll and benefits matters;
    - (K) financial information such as salary records;
    - (L) longevity payments;
    - (M) compensation plan;
    - (N) rate of pay;
    - (O) deductions;
    - (P) salary history;
    - (Q) garnishment of wages;
    - (R) payments related to garnishment;

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-21. Employee assistance program (EAP) data system**

- (S) employment information such as starting date;
  - (T) job classification and bargaining unit;
  - (U) attendance information;
  - (V) vacation;
  - (W) sick and personal leave days accrued and used;
  - (X) title of position; and
  - (Y) contracts.
  - (2) No categories of other data are maintained.
  - (3) The categories of persons on whom records are maintained include all current and former department employees.
- (c) Uses
- (1) Routine uses
    - (A) Users. Payroll records are used by the fiscal department staff.
    - (B) Purpose. The payroll records data system is used:
      - (i) to plan payroll and calculate budgets;
      - (ii) to process promotions, reclassifications, transfers to other state agencies and retirements; and
      - (iii) to maintain personnel documents required by the Comptroller's Office, the Department of Administrative Services, Division of Personnel, and group insurance carriers.
  - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.

(Effective August 24, 1995.)

**19a-2a-21. Employee assistance program (EAP) data system**

- (a) General Nature and Purpose
  - (1) Location. All EAP client records are located in the Employee Assistance Program, 150 Washington Street, Hartford, Connecticut.
  - (2) Format. Records are maintained in automated and manual form.
  - (3) Purpose. The purpose of this system is to document the diagnosis, treatment planning, treatment process and response of the EAP client.
  - (4) Official responsible. The affirmative action officer is located at 150 Washington Street, Hartford, Connecticut, and is the official responsible for the EAP data system. Requests for disclosure or amendment of the records in the system should be directed to this official.
  - (5) Routine sources. Routine sources of data include interviews, examinations, observations or evaluations of the patient or client, information provided by family members, public and private health care providers, social workers, and professionals and other state agencies.
  - (6) Legal authority. Personnel data in EAP client records are collected, maintained and used under authority of Section 19a-126h of the Connecticut General Statutes and 42 C.F.R. (Code of Federal Regulations) Part 2.
- (b) Categories
  - (1) Categories of personal data maintained in EAP client records include, but are not necessarily limited to:
    - (A) job performance information such as a description of performance deficiencies and presenting problems;
    - (B) salary, length of employment, place of employment and job description;
    - (C) source of referral, such as self, employer or supervisor, labor union or other;
    - (D) medical and emotional condition or history;

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-22. AIDS/HIV data system**

- (E) family or personal relationships;
  - (F) treatment referrals;
  - (G) name;
  - (H) address;
  - (I) telephone number;
  - (J) date of birth;
  - (K) sex;
  - (L) racial or ethnic designation;
  - (M) social security number; and
  - (N) health insurance information.
  - (2) No categories of other data are collected.
  - (3) The category of individuals upon whom personal data are collected includes those individuals seeking assistance from the Employee Assistance Program.
  - (c) Uses
    - (1) Routine uses
      - (A) Users. Records are used by the EAP staff to reflect treatment planning and services provided to or on behalf of EAP clients and their families.
      - (B) Purpose. The purpose of this system is to document the diagnosis, treatment planning, treatment process and response of the EAP client.
    - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.
- (Effective August 24, 1995.)

**19a-2a-22. AIDS/HIV data system**

- (a) General nature and purpose
  - (1) Location. All data collected in the AIDS/HIV data system is housed at 21 Grand Street, Hartford, Connecticut.
  - (2) Format. This data system is all automated.
  - (3) Purpose. The purpose for this system is disease surveillance.
  - (4) Official responsible. The chief of the Epidemiology Section/AIDS division is located at 21 Grand Street, Hartford, Connecticut, and is the official responsible for the AIDS/HIV data system. Requests for disclosure or amendment of the records in this system should be directed to this official.
  - (5) Routine sources. Personal data is routinely received from physicians, institutions, laboratories, infection control practitioners, AIDS coordinators in various health care facilities or private practice, and from death certificates.
  - (6) Legal authority. The legal authority for the AIDS/HIV data system is Connecticut General Statutes, Sections:
    - (A) 19a-2a; and
    - (B) 19a-581 through 19a-592.
- (b) Categories
  - (1) Categories of personal data collected on individuals in the AIDS/HIV data system include the following:
    - (A) name;
    - (B) address;
    - (C) date of birth;
    - (D) sex;
    - (E) various diseases experienced by these individuals;
    - (F) risk categories;

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-23. Maintenance of personal data**

- (G) laboratory tests; and
  - (H) date of death, if applicable.
  - (2) No other data is collected.
  - (3) Categories of persons on whom data is collected include:
    - (A) adults with CDC-defined AIDS; and
    - (B) all children who are HIV exposed or infected.
  - (c) Uses
    - (1) Routine uses
      - (A) Users. The routine users of the data are the staff epidemiologists employed by the AIDS division.
      - (B) Purpose
        - (i) To monitor the occurrence and progression of HIV/AIDS disease in Connecticut;
        - (ii) to target populations for intervention;
        - (iii) to evaluate the effect of HIV/AIDS prevention initiatives; and
        - (iv) to project the number of cases that will occur in the future and plan for health care resources.
    - (2) Retention. Records for each personal data system are maintained in accordance with schedules prepared by the Connecticut State Library, Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.
- (Effective August 24, 1995.)

**19a-2a-23. Maintenance of personal data**

- (a) Personal data shall not be maintained unless relevant and necessary to accomplish the lawful purposes of the department. Where the department finds irrelevant or unnecessary public records in its possession, it shall dispose of these records in accordance with its records retention schedule and with the approval of the public records administrator as per Connecticut General Statutes section 11-8a, or if the records are not disposable under the records retention schedule, request permission from the public records administrator to dispose of the records under Connecticut General Statutes section 11-8a.
- (b) The department shall collect and maintain all records accurately and completely.
- (c) Insofar as it is consistent with the needs and mission of the department, the department wherever practical shall collect personal data directly from the persons to whom a record pertains.
- (d) Department employees involved in the operations of the department's personal data systems shall be informed of the provisions of:
  - (1) the Personal Data Act, chapter 55 of the Connecticut General Statutes;
  - (2) the department's regulations adopted pursuant to Connecticut General Statutes section 4-196;
  - (3) the Freedom of Information Act, Sections 1-15 and 1-18 to 1-21I inclusive of the Connecticut General Statutes; and
  - (4) any other state or federal statutes or regulations concerning maintenance or disclosure of personal data kept by the department.
- (e) All department employees shall take reasonable precautions to protect personal data under their custody from the danger of fire, theft, flood, natural disaster and other physical threats.
- (f) The department shall incorporate by reference the provisions of the Personal Data Act and regulations promulgated thereunder in all contracts, agreements, or licenses for the operation of a personal data system or for research, evaluation and reporting of personal data for the department or on its behalf.

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-23. Maintenance of personal data**

- (g) The department shall ensure that personal data requested and received from any other agency is maintained in conformance with Connecticut General Statutes, Section 4-190 et seq., and sections 19a-2a-1 through 19a-2a-23 of the regulations of Connecticut State Agencies.
- (h) Only department employees who have a specific need to review personal data records for lawful purposes of the department shall be entitled to access to such records under the Personal Data Act.
- (i) The department shall maintain a written up-to-date list of individuals entitled to access to each of the agency's personal data systems.
- (j) The department shall ensure against unnecessary duplication of personal data records. In the event it is necessary to send personal data records through interdepartmental mail, such records shall be sent in envelopes or boxes sealed and marked "confidential."
- (k) The department shall ensure that all records in manual personal data systems are kept under lock and key and, to the greatest extent practical, are kept in controlled access areas.
- (l) With respect to automated personal data systems, the department shall:
  - (1) to the greatest extent practical, locate automated equipment and records in a limited access area;
  - (2) to the greatest extent practical, require visitors to such areas to sign a visitor's log and permit access to said area on a bona-fide need-to-enter basis only;
  - (3) to the greatest extent practical, ensure that regular access to automated equipment is limited to operations personnel; and
  - (4) utilize appropriate access control mechanisms to prevent disclosure of personal data to unauthorized individuals.
- (m) When an individual is asked by the department to supply personal data about himself or herself, the department, upon request, shall disclose to that individual:
  - (1) the name of the division within the department requesting the personal data;
  - (2) the legal authority under which the department is empowered to collect and maintain the personal data;
  - (3) the individual's right pertaining to such records under the Personal Data Act and sections 19a-2a-1 through 19a-2a-23 of the regulations of Connecticut State Agencies;
  - (4) the known consequences arising from supplying or refusing to supply the requested personal data;
  - (5) the proposed use to be made of the requested personal data;
  - (6) except where non-disclosure is required or specifically permitted by law, the department shall disclose to any person upon written request all personal data concerning that individual which is maintained by the department. The department's procedures for disclosure shall be in accordance with Connecticut General Statutes, sections 1-15 through 1- 21k. If the personal data is maintained in coded form, the department shall transcribe the data into a commonly understandable form before disclosure;
  - (7) the department is responsible for verifying the identity of any person requesting access to his or her own personal data;
  - (8) the department is responsible for ensuring that disclosure made pursuant to the Personal Data Act is conducted so as not to disclose any personal data concerning persons other than the person requesting the information;
  - (9) the department may refuse to disclose to a person, medical, psychiatric or psychological data on that person if the department determines that such disclosure would be detrimental to that person;
  - (10) in any case where the department refuses disclosure it shall advise that person of his or her right to seek judicial relief pursuant to the Personal Data Act;
  - (11) if the department refuses to disclose medical, psychiatric or psychological data to a person based on its determination that disclosure would be detrimental to that person and non-disclosure is not mandated by law, the department shall, at the

*Current with materials published in Connecticut Law Journal through 06/01/2006*

**19a-2a-23. Maintenance of personal data**

- written request of such person, permit a qualified medical doctor to review the personal data contained in the person's record to determine if the personal data should be disclosed. If disclosure is recommended by the person's medical doctor, the department shall disclose the personal data to such person; if non-disclosure is recommended by such person's medical doctor, the department shall not disclose the personal data and shall inform such person of the judicial relief provided under the Personal Data Act; and
- (12) the department shall maintain a complete log of each person, individual, agency or organization who has obtained access or to whom disclosure has been made of personal data under the Personal Data Act, together with the reason for each disclosure or access. This log shall be maintained for not less than five (5) years from the date of such disclosure or access or for the life or the personal data records, whichever is longer.
- (n) Contesting the content of personal data records:
- (1) Any person who believes that the department is maintaining inaccurate, incomplete or irrelevant personal data concerning him or her may file a written request with the department for correction of said personal data.
  - (2) Within thirty (30) days of receipt of such request, the official of the department who is responsible for maintaining the records, shall give written notice to that person that the department will make the requested correction, or if the correction is not to be made as submitted, the official of the department shall state the reason for the department's denial of such request and notify the person of his or her right to add his or her own statement to his or her personal data records.
  - (3) Following such denial by the department, the person requesting such correction shall be permitted to add a statement to his or her personal data record setting forth what that person believes to be an accurate, complete and relevant version of the personal data in question. Such statements shall become a permanent part of the department's personal data system and shall be disclosed to any individual, agency or organization to which the disputed personal data is disclosed.
- (Effective August 24, 1995.)