

Sec. 3-11-27. General nature and purpose of personal data

The Office of the Treasurer maintains the following personal data systems:

(a) Personnel Records

(1) All personnel records are maintained in the Personnel Office, Office of the Treasurer, 55 Elm Street, Hartford, Connecticut.

(2) Personnel records are maintained in manual and automated form.

(3) Personnel records are maintained for the purpose of retaining payroll, health, discipline and related personnel information concerning employees of the Office of the Treasurer.

(4) Personnel records are the responsibility of the Personnel Office, Office of the Treasurer, Hartford, Connecticut. All requests for disclosure or amendment of these records shall be directed to the Personnel Administrator.

(5) Routine sources for information retained in personnel records include the employee, previous employers of the employee, references provided by applicants for employment, the employee's supervisor, the Comptroller's Office, the Department of Administrative Services, and State insurance carriers.

(6) Personal data in personnel records is collected, maintained and used under authority of the State Personnel Act, sections 5-193 to 5-268, inclusive, of the Connecticut General Statutes.

(b) Second Injury Records

(1) Second Injury Fund records are maintained at the Office of the Treasurer, 55 Elm Street, Hartford, Connecticut or at an off-site storage facility in accordance with the State's policy on records retention or disposition.

(2) Second Injury Fund records are maintained in manual and automated form.

(3) Second Injury Fund records are maintained to provide a complete inventory of all data required to process and document payment of claims under the jurisdiction of the Treasurer in the Treasurer's role as Custodian of the Second Injury Fund. In addition, records are maintained to document the fraudulent receipt of payments in regard to claims under the jurisdiction of the Second Injury Fund.

(4) The Assistant Treasurer, Second Injury Fund Division, Office of the Treasurer is responsible for maintaining Second Injury Fund records. All requests for disclosure or amendment of these records shall be directed to the Assistant Treasurer, Second Injury Fund.

(5) The routine sources of information retained in Second Injury Fund records are documents filed by parties of interest to a claim under the jurisdiction of the Second Injury Fund.

(6) Second Injury Fund records are collected, maintained, and used under the authority of the Workers' Compensation Act, sections 31-275 to 31-355b, inclusive, of the Connecticut General Statutes.

(c) Investment Portfolio Manager Records

(1) All investment portfolio manager records are maintained in the Pension Funds Management Division, Office of the Treasurer, 55 Elm Street, Hartford, Connecticut or at an off-site storage facility in accordance with the State's policy on records retention or disposition.

(2) Investment portfolio manager records are maintained in manual and automated form.

(3) Investment portfolio manager records are maintained in order to provide a record of the qualifications and employment and educational history of managers retained by the Treasurer.

(4) Investment portfolio manager records are the responsibility of the Chief Investment Officer. All requests for disclosure or amendment of these records should be directed to the Chief Investment Officer.

(5) The routine sources for information retained in investment portfolio manager records are SEC Form ADV, submitted by managers in compliance with federal regulations, and documents submitted by managers during a procurement or investment search process.

(6) Investment portfolio manager records are collected, maintained and used under the authority of section 3-13a of the Connecticut General Statutes.

(d) Unclaimed Property Records

(1) All unclaimed property records are maintained in the Unclaimed Property Division, Office of the Treasurer, 55 Elm Street, Hartford, Connecticut or at an off-site storage facility in accordance with the State's policy on records retention or disposition.

(2) Unclaimed property records are maintained in manual and automated form.

(3) Unclaimed property records are maintained in order to provide a current listing of abandoned property which has been delivered to the Treasurer and has not been claimed by its owner, and to document payments made by the Treasurer to persons filing claims for recovery of abandoned property.

(4) Unclaimed property records are the responsibility of the Assistant Treasurer, Unclaimed Property. All requests for disclosure or amendment of these records should be directed to the Assistant Treasurer, Unclaimed Property.

(5) Routine sources for information retained in unclaimed property records are holder reports filed pursuant to section 3-65a of the Connecticut General Statutes and documents including claim forms filed by claimants for recovery of abandoned property.

(6) Unclaimed property records are collected, maintained and used under the authority of sections 3-56a to 3-74a, inclusive, of the Connecticut General Statutes, the state's Unclaimed Property Law.

(Effective December 28, 1993; Amended September 13, 2016)