

**Sec. 4-23b-2. General nature and purpose of personal data systems**

The Department of Administrative Services, in the central office and in the specific Bureaus indicated, maintains the following personal data systems:

**(a) Personnel Records—Department of Administrative Services**

(1) All personnel records are maintained at the Department of Administrative Services, Room 504, State Office Building, Hartford, Connecticut.

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

(3) Personnel records are maintained for the purpose of retaining payroll, health, discipline and related personnel information concerning Department of Administrative Services.

(4) Personnel records are the responsibility of the Agency Personnel Administrator of the Department of Administrative Services, whose business address is: Department of Administrative Services, Room 504, State Office Building, Hartford, Connecticut. All requests for disclosure or amendment of those records should be directed to the Agency Personnel Administrator.

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

(6) Personal data in personnel records are collected, maintained and used under authority of the State Personnel Act, Conn. Gen. Statutes, Section 5-193 et seq.

**(b) Collection Services Operational Records**

(1) Operational records are available at 363 Russell Road, Newington, but may, at times, be located at other sites.

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

(3) These records are maintained insofar as they are relevant and necessary to accomplish the lawful purpose of the Bureau.

(4) Operational records are the responsibility of the Deputy Commissioner of the Bureau of Central Collections whose business address is 363 Russell Road, Newington, CT 06111. All requests for disclosure or amendment of these records should be addressed to the Deputy Commissioner.

(5) Routine sources for information retained in the operational records include: State agencies, their patients/clients, their family members; corporations and/or agencies dispensing benefits; persons, State agencies and/or corporations with knowledge of information necessary for the Bureau to accomplish its mission.

(6) Personal data in operational files are collected, maintained and used under the authority of Sections 4-68 et seq, 4-68c, 4-68e, 4-68h, 4-68i, 17-83f, 17-83g, 17-295 et seq, 17-300, 17-303 and 49-73, Conn. General Statutes.

**(c) Information Systems and Data Processing Security Files**

(1) Security files are available at 340 Capitol Avenue, Hartford, CT, Bureau of Information Systems and Data Processing.

(2) Security files are maintained in manual form.

(3) These records are maintained as per agreement with the State Police. Purpose of the data is to provide background data on prospective employees who might have access to

State Police data stored at the Bureau. Such security precautions are relevant and consistent with the lawful purposes of the State Police.

(4) Security files are the responsibility of the Joint DAS State Policy Committee chairperson whose business address is 340 Capitol Avenue, Hartford. All requests for disclosure or amendment of these records should be directed to the chairperson of said committee.

(5) Routine sources of information retained in security files include: Federal, State and local criminal records.

(6) Personal data in security files are collected, maintained and used under the authority of Connecticut General Statutes governing each agency maintaining personal data in this Bureau.

**(d) Personnel—Connecticut State Employees Information System (CSEIS)**

(1) The input and inquiry equipment is located in Room 419, State Office Building, 165 Capitol Ave., Hartford and data storage and processing equipment at 340 Capitol Ave., Hartford, CT.

(2) CSEIS is an automated personal data system.

(3) CSEIS maintains the employment history of every state employee as well as personal data. The system is dependent upon each agency submitting changes affecting employees in a timely manner. In return the system processes mass up-dates, classification changes and provides numerous administrative reports reducing the amount of manual work at the agency level and reducing the maintenance of personnel records as well as maintaining the historical data.

(4) Requests for information concerning these records should be addressed to the Director of Personnel and Labor Relations, Personnel Bureau, Department of Administrative Services, State Office Building, 165 Capitol Ave., Hartford, CT 06106, Attention: Personnel Administration Manager.

(5) Statutory authority for the collection of personal data of state employees is contained in Section 5-200 (e) and Section 5-203, Connecticut General Statutes.

**(e) Personnel—Connecticut Certification System (CONCERTS)**

(1) CONCERTS is located in Room 415, State Office Building, 165 Capitol Ave., Hartford, CT.

(2) CONCERTS is an automated data system.

(3) CONCERTS is a system for expediting the merit system examination program through automated application processing, test scheduling and notification, development of an eligibility roster, notification of results and preparation of certification lists. Demographic information supplied by applicants allow comprehensive analyses for meeting Federal requirements concerning Equal Employment Opportunities.

(4) Requests for information should be addressed to the Director of Personnel and Labor Relations, Personnel Bureau, Department of Administrative Services, State Office Building, 165 Capitol Ave., Hartford, CT 06106, Attention: Personnel Administration Manager.

(5) Statutory authority for the activities covered by examinations and results is contained in Section 5-200 (a) and Section 5-216 through and including Section 5-228, Connecticut General Statutes.

**(f) Personnel—Affirmative Action Complaint Files**

(1) The Affirmative Action Complaint files are maintained in Rooms 239 and 241, State Office Building, Hartford, CT.

(2) The file system is manually maintained.

(3) The Affirmative Action Complaint files have two sections. The informal file is maintained to monitor progress of complaint resolution and to provide an information base in the event of formal complaint action. The formal file provides information on ongoing discrimination actions before the Commission on Human Rights and Opportunities or in law suits.

(4) Information concerning these records may be obtained by writing to the Director of Personnel and Labor Relations, Personnel Bureau, Department of Administrative Services, State Office Building, 165 Capitol Ave., Hartford, CT 06106, Attention: Director of Employment Relations.

(5) Personal data contained in these files are obtained from the complainant, the supervisor of the complainant and from agency records.

(6) Authority to gather the information in these files is contained in Sec. 5-200 (a), CGS.

**(g) Personnel—Workers' Compensation Files**

(1) Workers' Compensation data is located at 20 Grand St., Hartford, CT.

(2) A manual procedure is used to maintain the files.

(3) The purpose of the system is to document the circumstances of physical injury to State employees while performing their assigned duties.

(4) Requests for information concerning these records should be addressed to the Director of Personnel and Labor Relations, Personnel Bureau, Department of Administrative Services, State Office Building, 165 Capitol Ave., Hartford, CT 06106, Attention: Workers' Compensation Administrator.

(5) Statutory authority for the submission of reports of injuries is Section 5-145, Connecticut General Statutes.

**(h) Personnel—Central Examination File**

(1) The Central Examination file is located in Room 537, State Office Building, Hartford, CT.

(2) The file system is manually maintained.

(3) The Central Examination file contains the records of the qualifications of persons used as examiners, in order to comply with federal and professional standards on the validity of merit system examinations and to maintain information on the observed quality of performance of those who have served as examiners.

(4) Information concerning these records may be obtained by writing to the Director of Personnel and Labor Relations, Personnel Bureau, Department of Administrative Services, State Office Building, 165 Capitol Ave., Hartford, CT 06106, Attention: Chief Personnel Psychologist.

(5) Personal data contained in these files are obtained from the examiners themselves. Ratings of examiner performance are made by the personnel analyst responsible for the merit examination for which these persons have served as examiners.

(6) Authority for maintaining this information is contained in Section 5-219, CGS.

**(i) Personnel—Hartford Graduate Center Masters Program**

(1) Records are located in Room 405, State Office Building, 165 Capitol Ave., Hartford,

CT.

(2) Records are maintained by a manual system.

(3) Information in records used to evaluate and recommend candidates for the Hartford Graduate Center Masters Program.

(4) Maintenance of these records has been delegated to the Director of Personnel and Labor Relations, Room 403, State Office Building, 165 Capitol Ave., Hartford, CT 06106. All requests for disclosure or amendment of these records should be addressed to the Director of Personnel and Labor Relations, Attention: Director of Management Relations.

(5) Personal data is obtained from candidates and their Agency Heads.

(j) **Personnel—Distinguished Managerial Service Award**

(1) Records are located in Room 405, State Office Building, 165 Capitol Ave., Hartford, CT.

(2) Records are maintained by a manual system.

(3) Information in records used to review nominations for Distinguished Managerial Service Awards.

(4) Maintenance of these records has been delegated to the Director of Personnel and Labor Relations, Room 403, State Office Building, 165 Capitol Ave., Hartford, CT 06106. All requests for disclosure or amendment of these records should be addressed to the Director of Personnel and Labor Relations, Attention: Director of Management Relations.

(5) Personal data is obtained through nominations, agency heads and candidates' resumes.

(k) **Personnel—Senior Executive Service**

(1) Records are located in Room 405, State Office Building, 165 Capitol Ave., Hartford, CT.

(2) Records are maintained by a manual system. Information in records used to review applications and reference data in evaluating Senior Executive Service candidates.

(3) Maintenance of these records has been delegated to the Director of Personnel and Labor Relations, Room 403, State Office Building, 165 Capitol Ave., Hartford, CT 06106. All requests for disclosure or amendment of these records should be addressed to the Director of Personnel and Labor Relations, Attention: Director of Management Relations.

(4) Personal data is obtained from candidates and their supervisors.

(5) Authority for the collection, maintenance and use of the personal data is Section 5-236, Connecticut General Statutes.

(Effective December 4, 1986)