

**Sec. 10-293-35. Personal data**

**(a) Definitions**

In addition to the terms defined in Sections 4-190 and 10-306 of the Connecticut General Statutes, the following definitions shall apply to these regulations:

(1) “Category of Personal Data” means the classifications of personal information set forth in the Personal Data Act, Connecticut General Statute 4-190(9); and

(2) “Other Data” means any information which because of name, identifying number, mark or description can be readily associated with a particular person.

**(b) General Nature and Purpose of Personal Data Systems**

(1) Except as otherwise specified in these regulations, all personal data systems operated or maintained by the board are located at the board’s official address which is 170 Ridge Road, Wethersfield, Connecticut.

(2) The board’s executive director is the responsible official for board personal data systems and all requests for disclosure or amendment of such records unless otherwise directed by these regulations should be made to the executive director at the address specified in subdivision (b) (1) of section 10-293-35.

(3) The board maintains six (6) personal data systems, the general nature and purpose of which are set forth in subparagraph (C) through (H) of section 10-293-35.

(4) In accordance with the Attorney General’s standards, the following information is provided for each personal data system:

(A) Name of system;

(B) Type of system (automated, manual or combination of both);

(C) Purpose of system;

(D) Routine sources of data for system;

(E) Legal authority to collect, maintain and use personal data in the system;

(F) Categories of personal data maintained;

(G) Categories of other data maintained;

(H) Categories of persons on whom records are maintained;

(I) Routine use of records, including types of users and purpose of use; and

(J) Retention schedule adopted pursuant to Section 11-8a of the Connecticut General Statutes, if applicable.

(Effective July 28, 1988)