

Sec. 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:

- (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.

(Adopted effective August 24, 1995)