

**Sec. 46a-54-145. Employee and applicant personnel records**

(a) All Commission employee personnel records are maintained in the Commission's business office at 90 Washington Street, Hartford, CT 06106 in both automated and manual form. They are maintained for the purpose of providing a history of hiring, payroll, promotion, disciplinary and related employment information concerning Commission employees under the authority of Chapters 65, 66 and 67 of the Connecticut General Statutes. Records are also maintained on applicants considered for employment under the authority of subdivision (4) of section 46a-54 of the Connecticut General Statutes.

(b) Routine sources of information retained in personnel records generally include the employee, previous employers, references provided by an applicant for employment, the employee's supervisor(s), the comptroller's office, state insurance carriers and the department of administrative services. Routine sources of information retained on applicants for employment generally include the applicant, previous employers and references provided by or on behalf of the applicant.

(c) All requests for disclosure or amendment of personal data on employees or applicants shall be made to the Business Manager, Commission on Human Rights and Opportunities, 90 Washington Street, Hartford, CT 06106.

(Effective January 1, 1993)