

WHAT YOU NEED TO KNOW ABOUT THE OHIO CIVIL RIGHTS COMMISSION

CONFIDENTIAL PERSONAL INFORMATION ACCESS POLICY

The Ohio Civil Rights Commission (OCRC), in carrying out its statutory duties, creates and maintains systems of records that include confidential Personal Information (CPI). The OCRC has adopted a policy governing how and when CPI may be accessed by employees. The policy also addresses steps that must occur if CPI is misused. The policy is summarized below. The OCRC has also adopted administrative rules regarding CPI.

What is CPI?

Included:

Any record that can be searched for by name or identifying number and that the office is prohibited by law from releasing to the public.

Not Included:

Records maintained for administrative purposes on OCRC employees or former employees (HR records).

What are my obligations as an OCRC employee?

- Every OCRC employee should be familiar with and comply with the OCRC's office-wide policy of CPI.
- If you work in a section that has a CPI system, be familiar with and comply with the section specific policy on CPI.
- If you are not authorized to access CPI, do not access it. If you are not certain if you are authorized, ask your section chief.
- Do not misuse CPI. Misuse of CPI can have serious consequences, including potential criminal sanctions. The office policy includes specific examples of misuse of CPI, including intentionally using or disclosing CPI for purposes prohibited by law.

What are my rights if my CPI is maintained by OCRC?

- You have the right to know if the office is maintaining CPI on you, and may request this information. The request must be provided in writing to the OCRC and signed. Once your identity has been verified, you will be provided with a list of CPI, unless the CPI is related to an active investigation or otherwise excluded under R.C. § 1347.
- You have the right to know if your CPI has been accessed improperly. If the OCRC discovers that your CPI has been accessed improperly, you will be notified as soon as practicable. Notice may be delayed while the office investigates the circumstances regarding the access. The notice will include what CPI was accessed and when.

If you have any questions, please contact Desmon Martin, Director of Enforcement & Compliance at Desmon.Martin@civ.ohio.gov.

