

SECTION 6.16: PERSONAL INFORMATION

- A. The Human Resources Director has responsibility for the collection and maintenance of personal information of employees.
- B. Human Resources adopted a Records Retention Schedule that has been approved by the Hamilton County Records Commission, the Ohio Historical Society and the Auditor of the State of Ohio. Records are not disposed of without specific authority from the Hamilton County Records Commission according to this schedule.
- C. Employees with Access to and Responsibility for Personal Information
 1. Any employee granted access to the human resources records management/payroll system must complete an "Employee User Access Agreement" (Form HR040).
 2. Any employee granted access to employee personnel files is advised of appropriate care of this information.
 3. Employees with access to the human resources records management/payroll system and/or personnel files will take reasonable precautions to protect personal information in the system from unauthorized modification, destruction, use or disclosure.
- D. Employee Information
 1. Human Resources shall establish and maintain an electronic record in the human resources records management/payroll system and a personnel file for each employee. The employee is responsible for providing the following information: the employee's legal name, address, telephone number, social security number, tax exemptions, emergency contact information and any other information requested or required by policy. In addition to providing this information, the employee is also responsible for promptly reporting any change in the information.
 2. In the event Human Resources must send correspondence or other documentation to an employee who is on leave, the employer will mail the document to the last known address listed in the employee's electronic record. An employee will be considered to have constructive notice of any correspondence or documentation mailed to his/her last known address.
 3. Benefits and wellness information is communicated to employees via email in some instances. The email address used is maintained in the employee's electronic record. Employees may designate either a work or personal email address for these types of communications. Employees who designate a

personal email address will be considered to have received constructive notice of any such correspondence sent to the email address of record. Employees on a leave of absence will be contacted by the department representative in the event of time sensitive information sent via email, particularly annual enrollment information.

E. Release of Records

1. With the exception of certain law enforcement entities, the County, as well as its employees, is subject to the mandates of Chapter 1347 of the Ohio Revised Code regarding personal information systems. The Human Resources Department maintains records that are manually stored and records that are stored electronically. Records maintained by Human Resources include personal information (i.e. employee information required above).
2. Human Resources understands that it creates, receives and maintains sensitive and private information, and will ensure that it collects, maintains and uses only personal information that is necessary and relevant to the functions of the County. Personal information maintained by Human Resources shall not be destroyed without approval of the Record's Commission. The county will monitor the personal information system, and make necessary adjustments to ensure the system's accuracy. Employees will be trained on the use of personal information, including review of this policy. Employees who use personal information in an unauthorized manner shall be subject to the Section 7.0 Employee Discipline and Section 7.1 Grounds for Discipline.
3. Records maintained by Human Resources that are not defined as "public records" in §149.43 of the Ohio Revised Code or other applicable provisions in the law, shall not be released from an employee's personnel file unless specifically authorized by such employee in writing. Pursuant to applicable law, medical records are not public records and are maintained in a separate file. Records maintained by Human Resources that are defined as public records shall be released in accordance with law.

F. Review of File

1. Each employee shall have the right, with reasonable notice, to examine his/her personnel file. Examination of the personnel file shall be done in the presence of a Human Resources staff member, to ensure the integrity of the file. Such examination shall be made on non-work time or at some other mutually agreeable time. If an employee disputes the accuracy, timeliness, relevance, or completeness of documents in the file, he/she may submit a written request that Human Resources investigate the current status of the information. Human Resources will make a reasonable investigation and

determine the accuracy, timeliness, relevance and completeness of the file, and will notify the employee of the results of the investigation and any plans Human Resource has to take action with respect to the disputed information.

2. Employees are not permitted to alter, add or remove documents or other information contained in their personnel files absent express authorization from Human Resources. An employee who attempts to alter, add, or remove documents or information from his/her personnel file without prior approval may be subject to discipline up to and including termination. Current employees may submit a statement to be attached to any disputed document.