

**4123-16-06 MAINTENANCE OF PERSONAL INFORMATION WHICH IS ACCURATE, RELEVANT, TIMELY AND COMPLETE.**

- (A) Employees who use a personal information system shall monitor the contents of the records and report to the privacy officer the existence of personal information which appears inaccurate, irrelevant, untimely or incomplete.
- (B) The privacy officer shall keep a record of the reported incidence of error in each personal information system. If it appears the reported errors are characteristic of the system as a whole, the privacy officer shall establish procedures to correct existing records and record-keeping methods.
- (C) In order to maintain personal information which is accurate, relevant, timely and complete, employees of the bureau shall:
  - (1) Verify the accuracy of personal information which does not appear reasonable or is doubtful, vague, or inconsistent.
  - (2) Correct inaccurate personal information.
  - (3) Limit the collection and maintenance of subjective personal information to only that information which is required to accomplish the purpose of the system and, when feasible, verify such information.
  - (4) When feasible, collect personal information from the data subject rather than a third-party source or verify with the data subject information provided by a third party.
  - (5) Not include in, or allow to remain in, a personal information system personal information known to be inaccurate, untimely, unnecessary, or irrelevant.
  - (6) Update personal information systems which provide an historical account or for which an outcome is anticipated.
  - (7) Make no determination based on personal information in a personal information system if the data is known or suspected to be incomplete.

Effective: 10/14/02  
Prior Effective Dates: 3/15/82