

4123-16-12 PRIVACY INSTRUCTION FOR DEPARTMENT EMPLOYEES.

- (A) The bureau shall adopt written policies and procedures which inform employees of the applicable provisions of Chapter 1347. of the Revised Code and of all rules adopted in accordance with the chapter.

- (B) The privacy officer shall inform each employee of the bureau who has responsibility for the operation or maintenance of the personal information system of the policies and procedures adopted under Chapter 4123-16 and of the specific application of these policies and procedures to the personal information system.

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