



## Ohio Administrative Code

### Rule 4731-8-04 Valid reasons for accessing confidential person information.

Effective: May 31, 2021

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Pursuant to the requirements of division (B)(2) of section 1347.15 of the Revised Code, this rule contains a list of valid reasons, directly related to the board's exercise of its powers or duties, for which only employees of the board may access confidential personal information regardless of whether the personal information system is a manual system or computer system:

- (A) Responding to a public records request;
- (B) Responding to a request from an individual for the list of confidential personal information the board maintains on that individual;
- (C) Administering a constitutional provision or duty;
- (D) Administering a statutory provision or duty;
- (E) Administering an administrative rule provision or duty;
- (F) Complying with any state or federal program requirements;
- (G) Processing or payment of invoices and other financial activities;
- (H) Auditing purposes;
- (I) Licensure, renewal, or verification of licensure processes;
- (J) Investigation or law enforcement purposes;
- (K) Administrative hearings or evidentiary review by a hearing examiner;



(L) Litigation, complying with an order of the court, or subpoena;

(M) Human resource matters (e.g., hiring, promotion, demotion, discharge, salary/compensation issues, leave requests/issues, time card approvals/issues, payroll, Federal Medical Leave Act issues, disability issues, employee assistance program issues);

(N) Complying with an executive order or policy;

(O) Complying with a board policy or resolution, or with a state administrative policy or directive issued by the department of administrative services, the office of budget and management or other similar state board;

(P) Complying with a collective bargaining agreement provision;

(Q) Administering a board program;

(R) Facilitating operational efficiencies or responding to complaints about the board's investigative, monitoring, or licensure processes; or

(S) Maintaining data systems or performing information technology responsibilities.