



## Ohio Administrative Code

### Rule 123-2-12 Privacy instruction for department employees.

Effective: September 1, 1981

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(A) Each division 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 responsible individual shall inform each employee of the department who has responsibility for the operation or maintenance of the personal information system of the policies and procedures adopted in paragraph (A) of this rule and of the specific application of these policies and procedures to the personal information system.

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