



## Ohio Administrative Code

### Rule 173-13-03 Valid reasons for accessing confidential personal information.

Effective: October 1, 2020

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An authorized employee may access CPI for any one or more of the following reasons:

- (A) Responding to a public records request.
- (B) Responding to a request from a person for the list of CPI that ODA maintains on that person.
- (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 claims or otherwise administering a program with individual participants or beneficiaries.
- (H) Auditing (or monitoring, reviewing, etc.) purposes.
- (I) Licensure (or certification, permit, eligibility, enrollment, filing, etc.) processes.
- (J) Investigation or law enforcement purposes.
- (K) Administrative hearings.
- (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).

(N) Complying with an executive order or policy.

(O) Complying with an agency policy or a state administrative policy issued by the department of administrative services, the office of budget and management or other similar state agency.

(P) Complying with a collective-bargaining agreement provision.