

DISCLOSURE OF INFORMATION

2220

(No. 4 October 1998)

Records containing personal information may be disclosed or transferred only under specified conditions (CC Section 1798.24). See Section 2221.

A record, or accounting, will be made of all disclosures. The accounting of disclosure must include the name of the agency employee to whom information was disclosed, his/her address, the date of the disclosure and a description of the data disclosed. The subject individual is permitted to inspect this record of disclosures.

Procedures

Each unit shall maintain a personal/confidential information disclosure log to record disclosures. This record will be maintained in the subject individual's record for ease of access by that individual (CC Section 1798.25).

Retain this log for three years or until the record is destroyed, whichever period is shorter (CC Section 1798.27).

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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