

DEFINITIONS

2250

(No. 4 October 1998)

The following is an explanation of special terms used in this handbook. For details and additional definitions, refer to Article 2 of the act.

The Information Practices Act classifies information as being either: (1) personal, (2) exempt (called confidential by the Act), or (3) nonpersonal. In addition, it establishes two distinct methods to govern the release of such information: (1) disclose - usually to anyone other than the data subject, and (2) access - by a data subject to records maintained on him/her.

Agency

Any state office, officer, department, division, bureau, board, commission or other state agency, but not including the Legislature, the State Compensation Insurance Fund or the state court system.

Disclose

Release, transfer, disseminate, or otherwise communicate all or any part of any record orally, manually, electronically or by any other means to any person or entity.

Exemptions (Confidential)

Personal information that is to be withheld from the individual to whom it pertains. The Act calls this information "confidential information." However, to eliminate confusion with other uses of the word "confidential," "exemptions" has been used throughout this handbook. See [Section 2230.1](#) of this handbook for specific kinds of exempt information.

Individual

Person acting in his or her private capacity as opposed to public employment or business proprietorship.

Maintain

Acquire, oversee and transfer records.

Record System

A group of related records arranged under a single filing category, kept together as a unit because they deal with a particular subject or result from the same activity.

Personal Information

Information about an individual including, but not limited to, his/her education, financial transactions, medical, or employment history that contains his/her name or identifying particulars and is maintained by reference to such. In other words, information that may be used to make a determination about an individual. Home addresses and telephone numbers are considered personal.

Nonpersonal Information

Information consisting of limited factual data that would not convey anything detrimental, disparaging or threatening to the individual's reputation, rights, benefits, privileges or qualifications. Example: Names on a mailing list.

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