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Organization and Rules of Practice

Sec. 22-79-1. Organization and rules of practice

The Connecticut Agricultural Experiment Station (statutory authority Secs. 22-79 to 22-118) conducts scientific experiments and investigations, principally on plants including trees; on plant diseases; on insects, including plant pests; on microbes; and on soil and water.

The management of the station is vested in a board of control, whose members, meetings and duties are prescribed in Sections 22-79 through 22-81 of the General Statutes. The public may make submissions or requests to the board, through the Director, 123 Huntington Street, New Haven, Conn. 06511.

The station staff, which is appointed and compensated according to Section 22-81 of the General Statutes, is organized into departments of Analytical Chemistry, Biochemistry, Ecology and Climatology, Entomology, Genetics, Plant Pathology and Botany, and Soil and Water.

The state entomologist, a member of the station staff (Sec. 22-88), has statutory duties including gypsy moth surveys, inspection of nurseries, bee inspection, and certification of imported nursery stock. As specified by statutes, the station samples fertilizers, feeds and pesticides registered for sale in the state, and publishes reports of analyses of these products. Station chemists also analyze or otherwise examine samples of food taken on the market by agents of other state agencies, and publish the results of these examinations.

Results of experiments and investigations made by the station are published, either in station publications or in technical or popular periodicals and books, and presented at public appearances by staff members. Station publications are supplied to those who request them, and reprints of other publications are available for distribution or for study. A list of available publications is issued annually, and all past reports of research are available at the station.

Citizens may request information on the experiments and investigations of the station by telephone, letter, or in person. The station is at 123 Huntington Street, New Haven, its Lockwood Farm in Hamden, and its Valley Laboratory on Cook Hill Road, Windsor.

(Effective May 3, 1973)

Personal Data

Sec. 22-79-2. Personal data

The following definitions shall apply to these regulations:

(1) "Category of Personal Data" means the classifications of personal information set forth in the Personal Data Act, Conn. Gen. Stat. Sec. 4-190 (9).

(2) "Other Data" means any information which because of name, identifying number, mark or description can be readily associated with a particular person.

(3) "Station" means The Connecticut Agricultural Experiment Station.

(Effective March 4, 1986)

Sec. 22-79-3. General nature and purpose of personal data systems

Personnel Records

(1) All personnel records are maintained at The Connecticut Agricultural Experiment Station, 123 Huntington Street, New Haven, CT.

(2) Personnel records are maintained in both automated and manual form.

(3) Personnel records are maintained for the purpose of providing a history of payroll, promotion, discipline and related personnel information concerning Station employees.

(4) Personnel records are the responsibility of the Chief of Services, whose business address is The Connecticut Agricultural Experiment Station, 123 Huntington Street, New Haven, Connecticut. All requests for disclosure or amendment of these records should be made to the Director.

(5) Routine sources for information maintained in personal records are generally the employee, previous employers of the employee, references provided by applicants for employment, the employee's supervisor, the Comptroller's Office, Department of Administrative Services, Division of Personnel and Labor Relations, and State Insurance carriers.

(6) Personal data in personnel records are collected, maintained and used under authority of the State Personnel Act, Conn. Gen. Stat. Sec. 5-193 et seq.

(Effective March 4, 1986)

Sec. 22-79-4. Categories of personal data

(a) The following categories of personal data are maintained in personnel records:

- (1) Educational records.
- (2) Medical or emotional condition or history.
- (3) Employment records.
- (4) Marital status, and other reference records.

(b) The following categories of other data may be maintained in personnel records:

- (1) Addresses.
- (2) Telephone numbers.

(c) Personnel records are maintained on employees of the Station and applicants for employment with the Station.

(Effective March 4, 1986)

Sec. 22-79-5. Maintenance of personal data—general

(a) Personal data will not be maintained by the Station unless relevant and necessary to accomplish the lawful purposes of the agency. Where the agency finds irrelevant or unnecessary public records in its possession, the agency shall dispose of the records in accordance with its records retention schedule, or, if the records are not disposable under the records retention schedule, request permission from the Public Records Administrator to dispose of the records under Conn. Gen. Stat. Sec. 11-8a.

(b) The Station will collect and maintain all records with accurateness and completeness.

(c) Insofar as it is consistent with the needs and mission of the Station, the Station, wherever practical, shall collect personal data directly from the persons to whom a record pertains.

(d) Employees of the Station involved in the operations of the agency's personal data systems will be informed of the provisions of the (1) Personal Data Act, (2) the agency's regulations adopted pursuant to Sec. 4-196, (3) the Freedom of Information Act and (4) any other state or federal statute or regulations concerning the maintenance or disclosure of personal data kept by the agency.

(e) All employees of the Station shall take reasonable precautions to protect personal data under their custody from the danger of fire, theft, flood, natural disaster and other physical threats.

(f) The Station shall incorporate by reference the provisions of the Personal Data Act and regulations promulgated thereunder in all contracts, agreements or licenses for the operation of a personal system or for research, evaluation and reporting the personal data for the agency or on its behalf.

(g) The Station shall have an independent obligation to insure that personal data requested from any other state agency is properly maintained.

(h) Only employees of the Station who have a specific need to review personal data records for lawful purposes of the agency will be entitled access to such records under the Personal Data Act.

(i) The Station shall keep a written up-to-date list of individuals entitled access to each of the agency's personal data systems.

(j) The Station will insure against unnecessary duplication of personal data records. In the event it is necessary to send personal data records through inter-department mail, such records will be sent in envelopes or boxes sealed and marked "confidential."

(k) The Station will insure that all records in manual personal data systems are kept under lock and key and, to the greatest extent practical, are kept in controlled access areas.

(Effective March 4, 1986)

Sec. 22-79-6. Maintenance of personal data—automated systems

(a) To the greatest extent practical, automated equipment and records shall be located in a limited access area.

(b) To the greatest extent practical, the Station shall require visitors to such limited access area to sign a visitor's log and permit access to said area on a bona-fide need-to-enter basis only.

(c) To the greatest extent practical, the Station will insure that regular access to automated equipment is limited to operations personnel.

(d) The Station shall utilize appropriate access control mechanisms to prevent disclosure of personal data to unauthorized individuals.

(Effective March 4, 1986)

Sec. 22-79-7. Maintenance of personal data—disclosure

(a) Within four business days of receipt of a written request therefor, the Station shall mail or deliver to the requesting individual a written response in plain language, informing him/her as to whether or not the Station maintains personal data on that individual, the category and location of the personal data maintained on that individual and procedures available to review the records.

(b) Except where precluded by law, the Station shall disclose to any person upon written request all personal data concerning that individual which is maintained by the Station. The procedures for disclosure shall be in accordance with Conn. Gen. Stat. Sections 1-15 through 1-21k. If the personal data is maintained in coded form, the Station shall transcribe the data into a commonly understandable form before disclosure.

(c) The Station is responsible for verifying the identity of any person requesting access to his/her own personal data.

(d) The Station is responsible for ensuring that disclosure made pursuant to the Personal Data Act is conducted so as not to disclose any personal data concerning persons other than the person requesting the information.

(e) The Station may refuse to disclose to a person medical, psychiatric or psychological data on that person if the Station determines that such disclosure would be

detrimental to that person. The Station may also refuse to disclose to a person personal data pertaining to that person if such nondisclosure is otherwise permitted or required by law. In either case, the Station shall advise that person of his/her right to seek judicial relief pursuant to the Personal Data Act.

(f) If the Station refuses to disclose medical, psychiatric or psychological data to a person based on its determination that disclosure would be detrimental to that person and nondisclosure is not mandated by law, the Station shall, at the written request of such person, permit a qualified medical doctor to review the personal data contained in the person's records to determine if the personal data should be disclosed. If disclosure is recommended by the person's medical doctor, the Station shall disclose the data to such person; if nondisclosure is recommended by such person's medical doctor, the Station shall not disclose the personal data and shall inform such person of the judicial relief provided under the Personal Data Act.

(g) The Station shall maintain a complete log of each person, individual, agency or organization who has obtained access to, or to whom disclosure has been made of, personal data under the Personal Data Act, together with the reason for each disclosure or access. This log shall be maintained for not less than five years from the date of such disclosure or access or for the life of the personal data record, whichever is longer.

(Effective March 4, 1986)

Sec. 22-79-8. Contesting the content of personal records

(a) Any person who believes that the Station is maintain inaccurate, incomplete or irrelevant personal data concerning him/her may file a written request with the Station for correction of said personal data.

(b) Within 30 days of receipt of such request, the Station shall give written notice to that person that it will make the requested correction, or if the correction is not to be made as submitted, the Station shall state the reason for its denial of such request and notify the person of his/her right to add his/her own statement to his/her personal data records.

(c) Following such denial by the Station, the person requesting such correction shall be permitted to add a statement to his or her personal data record setting forth what that person believes to be an accurate, complete and relevant version of the personal data in question. Such statements shall become part of the Station's personal data system and shall be disclosed to any individual, agency or organization to which the disputed personal data is disclosed.

(Effective March 4, 1986)

Sec. 22-79-9. Uses to be made of the personal data

(a) Employees of the Station who are assigned personnel and payroll responsibilities use the personal data contained in the Station's personnel records in processing promotions, reclassifications, transfers to another agency, retirement, and other personnel actions. Supervisors use the personal data when promotion, career counseling, or disciplinary action against such employees is contemplated, and for other employment-related purposes.

(b) The Station retains personnel records according to schedules published by the Public Records Administrator, Connecticut State Library.

(Effective March 4, 1986)