
**Rules of
Office of Administration
Division 10—Commissioner of Administration
Chapter 2—Privacy of Computer-accessible,
Confidential Personal Information**

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**Title 1—OFFICE OF
ADMINISTRATION**
**Division 10—Commissioner of
Administration**
**Chapter 2—Privacy of Computer-
Accessible, Confidential
Personal Information**

1 CSR 10-2.010 Definitions

PURPOSE: These rules defines terms used in the rules of the Office of Administration.

- (1) Individual is any man, woman or child who is a Missouri citizen.
- (2) Computer-accessible is the ability to access and process information stored on any computer system media.
- (3) Personal information is any information that by some specific means of identification (including but not limited to name, address or Social Security number) makes it possible to identify with reasonable certainty the individual to whom such information pertains.
- (4) Confidential personal information is any personal information that is deemed to be confidential based upon the agency's interpretation of a specific state statute.
- (5) Agency is any state organization, department, college or university or elected official that is a part of the executive branch of state government and that is the owner of computer-accessible, confidential personal information.
- (6) Owner of computer-accessible, confidential personal information is the agency that originally stores the information on any computer system media.

Auth: section 37.005.7., RSMo (Supp. 1988). Original rule filed Dec. 12, 1978, effective April 12, 1979. Amended: Filed April 19, 1989, effective July 1, 1989.

1 CSR 10-2.020 Privacy of Computer-accessible, Confidential Personal Information

PURPOSE: The rule in this chapter is being issued to help protect the right to privacy of individuals on computer-accessible confidential personal information to the maximum extent possible.

- (1) Agencies are to develop a policy and procedure to protect computer-accessible, confidential personal information.
- (2) Agencies shall maintain a current description of computer-accessible, confidential personal information, a list of agencies that have access to the information and the reason the information is kept. The collecting agency shall also identify the statute that is the basis to classify the personal information as confidential.
- (3) A written agreement to protect the right to privacy of computer-accessible, confidential personal information must be signed before that information is provided by an agency to any other agency or private entity acting on behalf of an agency.
- (4) The head of each agency or the agency's designated representative shall annually certify that these rules are implemented.
- (5) The policy and procedure from section (1); information description and agency access from section (2); the written agreements from section (3); and the certification from section (4) of this rule shall be available for review by the Office of Administration.
- (6) No existing statute or common law shall be limited or reduced by these rules.

Auth: section 37.005.7., RSMo (Supp. 1988). Original rule filed Dec. 12, 1978, effective April 12, 1979. Amended: Filed April 19, 1989, effective July 1, 1989.