

BOARD OF EQUALIZATION

PRIVACY NOTICE

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals, and periodically furnished to all individuals at intervals not exceeding one year.

AGENCY NAME: State Board of Equalization

DIVISION: Personnel Management Division

TITLE OF OFFICIAL RESPONSIBLE FOR MAINTENANCE OF THE INFORMATION: Supervisor, Transactions Unit

BUSINESS ADDRESS AND TELEPHONE NUMBER OF OFFICIAL: 450 N Street, MIC:15, Sacramento, CA 95814, (916) 445-3048 or CALNET 485-3048

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION: State Personnel Board Rule 263 (Title 2, Article 10, Section 263 of the Administrative Code) and the State Records Management Act (Government Code Section 14740, et. seq.).

PROVIDING INFORMATION: All items of information requested are mandatory, except as specifically noted on personnel forms.

THE CONSEQUENCES, IF ANY, OF NOT PROVIDING ALL OR ANY PART OF THE REQUIRED INFORMATION: Failure to provide the requested information could result in your not being considered for employment.

THE PRINCIPAL PURPOSE(S) WITHIN THE AGENCY FOR WHICH THE INFORMATION IS TO BE USED: Maintenance of personnel and payroll records required for operation of the State Civil Service System.

KNOWN OR FORESEEABLE INTERAGENCY OR INTERGOVERNMENTAL TRANSFERS OF THE INFORMATION: Information may be transferred to another State agency upon an employee's transfer, promotion or reinstatement, or to the State Personnel Board, State Controller's Office, Department of Finance, Public Employees' Retirement System, Department of Personnel Administration or any other State or Federal agency having legal authority to monitor or audit the records.

RIGHT OF ACCESS: Employees may have access to their official personnel files upon written request or personal visit **and** proper identification. In addition, officials from other State agencies, upon presentation of written voluntary consent of the individual to whom the records pertain, as well as authorized individuals from the agency keeping the records may have access to the personnel files. Section 1798.24 of the Civil Code provides the conditions of disclosure of personal information to individuals, as well as to agencies, i.e., governmental, regulatory, law enforcement. The Transactions Unit Supervisor is to be contacted to arrange the time and place for the inspection of personnel files.