



Personal Privacy Protection Law
Record System Notification
(Employee Record System)

Article 6-A of the Public Officers Law, entitled the Personal Privacy Protection Law, requires that you be notified of the following facts when information, which will be maintained in a record system, is collected from you.

Section 7.19 of the Mental Hygiene Law grants the commissioner authority to establish procedures for the administration of personnel within the Office of Mental Health.

The maintenance of the Employee Personal History Record Systems allows the Office of Mental Health to carry out the following activities:

- Manage resources necessary to operate the agency;
• Comply with the laws, regulations and professional standards of all regulatory, licensing and accrediting bodies;
• Process payroll;
• Enroll an employee in benefit programs to which he or she may be entitled.

This information may be used for statistical purposes, however; identifying information will be kept confidential and will not be released except as authorized by law.

Failure to provide requested personal information may result in denial of employment opportunity or termination of employment.

If you have any questions, please contact the Director, Bureau of Central Office Personnel Services:

By Phone: (518) 474-2413

By Mail: Director, Bureau of Central Office Personnel Services
NYS Office of Mental Health, Central Office
44 Holland Avenue – 7th Floor
Albany, NY 12229

I, \_\_\_\_\_ acknowledge receipt of a copy of the above notification.
(Print Name)

Signature

Date Signed