

Since 1854
Athens County Agricultural Society
P.O. Box 669
Athens, OH 45701-0669

Governing body: Board of Directors Date issued: January 3, 2012

Authorized by: _____ Revised date: n/a

Review dates: _____

Distribution: All Directors

SUBJECT: Personal Information

The Athens County Agricultural Society will collect, maintain, and use only personal information that is necessary and relevant that the society require and are authorized to perform by statute, ordinance, code, or rule, and eliminate personal information from the system that is no longer necessary and relevant to those functions.

All personnel records will be kept in the file drawer marked "Personnel" in the executive offices of the society. Access will be limited to the President, Vice President, Secretary and/or Treasurer of the society to be used for payroll purposes only.

Distribution of such personnel files will only be released upon written request by the Internal Revenue Service, Ohio Department of Taxation, Athens City Income Tax Department, Ohio Jobs & Family Service or the Ohio Bureau of Worker's Compensation.