

284—5.14(261A) Personally identifiable information. This rule describes the nature and extent of personally identifiable information which is collected and maintained by the agency. This rule describes the legal authority for the collection of that information and the means of storage of that information.

5.14(1) *Education loans.* The agency maintains files containing information about education loans which are made by an institution to a student or parents of a student as provided by Iowa Code sections 261A.4 and 261A.7. The records include information which is exempt under Iowa Code section 22.7. Education loan files are not contained in a data processing system.

5.14(2) *Personnel files.* The agency maintains files containing information about employees, families and dependents, and applicants for positions with the agency. The files include payroll records, biographical information, medical information relating to disability, performance reviews and evaluations, disciplinary information, information required for tax withholding, information concerning employee benefits, affirmative action reports, and other information concerning the employer-employee relationship. Some of this information is confidential under Iowa Code section 22.7(11).