

**MARYLAND MILITARY DEPARTMENT  
DATA SECURITY AND RIGHT TO INSPECT  
PERSONNEL RECORDS**

**Security of Personal Information**

The Maryland Military Department is committed to protecting the privacy of personal information collected concerning its employees. Maryland law provides that any record that names or otherwise identifies an employee shall not be created unless there is a bona fide reason for its creation and that the information be released only under very specific circumstances. State law also provides that its employees are entitled to know (1) the reason the information is collected, (2) the consequences for not providing the information, (3) the rights of employees and supervisors to inspect or alter the personal records and (4) the persons or parties that will have access to the records.

**Official Custodian of Records**

The Chief, State Personnel Office, Fifth Regiment Armory, Room B10, Baltimore, MD 21201, is responsible for maintaining and providing access to personnel and certain medical records. The State Medical Director, Concentra Medical Centers, 1419 Knecht Avenue, Arbutus, Maryland 21227, 410-579-2775, is responsible for maintaining and providing access to certain medical records, such as pre-employment physicals and workability examinations.

**Right to Inspect and Copy Personal Records**

Employees are entitled to inspect their personnel, medical and work-related injury files upon request. Employees wishing to view and copy documents from their files may call 410-234-3838 to schedule an appointment to visit the State Personnel Office. Employees may also designate an authorized representative to visit the State Personnel Office and make copies of documents on their behalf. However, this designation must be in writing and received before the appointment date. Requests for appointments will be granted within 15 calendar days, unless extenuating circumstances exist.

Employees and their supervisors will be granted access to personnel files and work-related injury files. These records may also be released or shared as otherwise provided by law, such as upon receipt of a subpoena. Work-related injury files are also shared with the State's Workers' Compensation insurer—Chesapeake Employers' Insurance, formerly the Injured Workers Insurance Fund. However, access to medical records will generally be limited to the employee or a representative designated by the employee unless there is a documented, bona fide reason to release this documentation to other parties.

**Right to Alter Personal Records**

Employees who wish to alter personal information contained in any personnel, medical or work-related injury file may submit a written request to the State Personnel Office. The request must describe the change requested and the reasons for it. These requests will be addressed in accordance with applicable law. For example, an employee wishing to change their legal name must submit sufficient evidence for the change, such as a marriage certificate, divorce decree or court order. Requests to change information without sufficient documentation will not be honored.

**Right to Appeal Adverse Decisions Concerning Inspection or Alteration of Personal Records**

Permanent employees whose requests for inspection or alteration of personal records are denied may file an appeal under the State employees' grievance procedure. Contractual employees may file an appeal under the Maryland Annotated Code, State Government Article, §§ 10-622 and 623.