

## EXECUTIVE ORDERS

established;

- (c) A personal record should be appropriate and relevant to the purpose for which it has been collected;
- (d) Personal information should not be obtained by fraudulent and unfair means;
- (e) Personal records should be accurate and current, to the greatest extent practicable;
- (f) A data subject should generally be able to learn the purpose for which personal information has been recorded and particulars about its use; and
- (g) Appropriate administrative, technical and physical safeguards should be established to ensure the security of public records and to protect against reasonably anticipated threats or hazards to their security or integrity.

2. Definitions - As used in this Executive Order, the following terms have the meanings indicated:

- (a) "Data subject" means a natural person about whom personal information is indexed or may be reasonably located in a personal record system by name, personal number, or other identifying particulars;
- (b) "Personal information" means any information about a data subject or a data subject's immediate family that identifies or describes any characteristic including but not limited to education, financial transactions or worth, medical history, criminal or employment record or things done by or to the data subject or the immediate family;
- (c) "Personal record" means any public record pertaining to a data subject whose identity can be ascertained from the record with reasonable certainty either by name, address, number, description, finger or voice print, picture or any other identifying factor or factors;
- (d) "Public record" means any correspondence, form, book, photograph, photostat, film, microfilm, sound recording, map, drawing, card, tape, computerized record or other documentary material, regardless of physical form or