

characteristics, that has been made by a State agency;

- (e) "Record system" means a collection or group of public records; and
- (f) "State agency" means any agency, board, commission, department, bureau, or other entity of the Executive Branch of Maryland State government.

### 3. Collection of Personal Information by State Agencies

- (a) Except as otherwise provided by law, any State agency maintaining a personal record system shall:
  - (1) Collect personal information to the greatest extent practicable from the data subject directly; and
  - (2) After July 1, 1984, provide the following information to each data subject who is requested to disclose personal information on a standardized form:
    - (i) the principal purpose for which the information is intended to be used;
    - (ii) any specific consequences for the data subject which are likely to result from nondisclosure;
    - (iii) the data subject's statutory right to inspect, amend, or correct personal records, if any;
    - (iv) whether the information is generally available for public inspection; and
    - (v) whether the information is routinely shared with State, federal or local government agencies.
- (b) The information to be provided under paragraph (a)(2) may appear either on the standardized form or on a separate statement.

### 4. Security of Public Records

- (a) A state agency maintaining a public record system shall prescribe and implement appropriate