



Ohio Administrative Code

Rule 107-2-05 Restricting and logging access to confidential personal information in computerized personal information systems.

Effective: November 14, 2013

For personal information systems that are computer systems and contain confidential personal information, the governor's office shall do the following:

- (A) Access restrictions. Access to confidential personal information that is kept electronically shall require a password or other authentication measure.

- (B) Acquisition of a new computer system. When the governor's office acquires a new computer system that stores, manages or contains confidential personal information, the governor's office shall include a mechanism for recording specific access by employees of the governor's office to confidential personal information in the system.

- (C) Upgrading existing computer systems. When the governor's office modifies an existing computer system that stores, manages or contains confidential personal information, the governor's office shall make a determination whether the modification constitutes an upgrade. Any upgrades to a computer system shall include a mechanism for recording specific access by employees of the governor's office to confidential personal information in the system.

- (D) Logging requirements regarding confidential personal information in existing computer systems.
 - (1) The governor's office shall require employees of the governor's office who access confidential personal information within computer systems to maintain a log that records that access.

 - (2) Access to confidential information is not required to be entered into the log under the following circumstances:
 - (a) The employee of the governor's office is accessing confidential personal information for official agency purposes, including research, and the access is not specifically directed toward a specifically named individual or a group of specifically named individuals.



- (b) The employee of the governor's office is accessing confidential personal information for routine office procedures and the access is not specifically directed toward a specifically named individual or a group of specifically named individuals.
- (c) The employee of the governor's office comes into incidental contact with confidential personal information and the access of the information is not specifically directed toward a specifically named individual or a group of specifically named individuals.
- (d) The employee of the governor's office accesses confidential personal information about an individual based upon a request made under either of the following circumstances:
- (i) The individual requests confidential personal information about himself/herself.
 - (ii) The individual makes a request that the governor's office takes some action on that individual's behalf and accessing the confidential personal information is required in order to consider or process that request.
- (3) For purposes of this paragraph, the governor's office may choose the form or forms of logging, whether in electronic or paper formats.
- (E) Log management. the governor's office shall issue a policy that specifies the following:
- (1) Who shall maintain the log;
 - (2) What information shall be captured in the log;
 - (3) How the log is to be stored; and
 - (4) How long information kept in the log is to be retained.

Nothing in this rule limits the governor's office from requiring logging in any circumstance that it deems necessary.