Ohio Administrative Code

Rule 4123-16-01 Definitions.

Effective: May 20, 2018

(A) "Combination of systems" means a unification of systems that belong to more than one agency, or to an agency and another organization, into a single system in which the records that belong to each agency or organization may or may not be obtainable by the others.

(B) "Computer readable" means in a form capable of being sensed by optical, electronic, or some other mechanical means which is used in connection with electronic data processing equipment. Computer readable includes storage in magnetic cord memories, punched cards, paper tape, magnetic media, and specifically marked forms capable of being decoded by optical scanners or other similar devices.

(C) "Data subject" means the person who is the subject of the record.

(D) "Administrator" means the administrator of the bureau of workers' compensation.

(E) "Bureau" means the bureau of workers' compensation.

(F) "Disclosure of personal information" is any action which reveals personal information in a personal information system to any individual or organization other than employees of the state agency who must use the personal information in the performance of their assigned duties.

(G) "Electronic data processing equipment" means a machine or group of interconnected machines, consisting of input, storage, computing, control and output devices where electronic circuitry is used to perform arithmetic and logical operations, using internally stored or externally controlled programmed instructions. Electronic data processing equipment does not include accounting and bookkeeping machines, office calculators, magnetic card typewriters, and other similar devices. Electronic data processing equipment includes terminals which are linked to computers.

(H) "Interconnection of systems" means a linking of systems that belong to more than one agency or

to an agency and other organizations, which linking of systems results in a system that permits each agency or organization involved in the linking to have unrestricted access to the systems of the other agencies and organizations.

(I) "Maintains" means state agency ownership of, control over, responsibility for, or accountability for systems and includes, but is not limited to, state agency depositing of information with a data processing center for storage, processing, or dissemination. An agency maintains all systems of records which are required by law to be kept by the agency.

(J) "Person" includes any individual, corporation, business trust, estate, trust, partnership, or association.

(K) "Personal information" means any information that describes anything about a person, or indicates actions done by or to a person, or indicates that a person possesses certain personal characteristics, and that contains, and can be retrieved from a system by a name, identifying number, symbol, or other identifier assigned to a person.

(L) "System" means any collection or group of related records that are kept in an organized manner and that are maintained by a state agency, and from which personal information is retrieved by the name of the person or by some identifying number, symbol, or other identifier assigned to the person. System includes both records that are manually stored and records that are stored using electronic data processing equipment. System does not include collected archival records in the custody of or administered under the authority of the Ohio history connection, published directories, reference materials or newsletters, or routine information that is maintained for the purpose of internal office administration, the use of which would not adversely affect a person.

(M) "Use of personal information" is any action which causes personal information in a personal information system to be referenced, processed, or disseminated. The disclosure of personal information is a use of personal information.