



Ohio Administrative Code Rule 4141-16-03 Protection of confidentiality.

Effective: November 12, 2018

(A) The department of job and family services shall require requesting agencies receiving information to comply with the following measures to protect the confidentiality of the information against unauthorized access or disclosure:

(1) The information shall be used only to the extent necessary to assist in the valid administrative needs of the program receiving such information and targeted for use in ways which are most likely to be productive in identifying and preventing ineligibility and incorrect payments. The information shall be disclosed only for those purposes specified in the agreement;

(2) The information shall be stored in a place physically secure from access by unauthorized persons;

(3) Information in electronic format, such as magnetic tapes or discs, shall be stored and processed in such a way that unauthorized persons cannot retrieve the information by means of computer, remote terminal or other means;

(4) Precautions shall be taken to ensure that only authorized personnel are given access to on-line files;

(5) The requesting agency shall instruct all personnel with access to the information regarding the confidential nature of the information, and the sanctions specified in Chapter 4141. of the Revised Code for the unauthorized disclosure of information and any other relevant state statutes;

(6) The head of each requesting agency shall sign an acknowledgment on behalf of the entire agency attesting to the agency's policies and procedures regarding confidentiality.

(B) The requesting agency shall permit the department of job and family services to make onsite inspections to ensure that the requirements of the agreement and Chapter 4141. of the Revised Code are being met.