



## Ohio Administrative Code

### Rule 4701-2-01 Definitions.

Effective: September 1, 2020

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(A) "Access" as a noun means an instance of copying, viewing, or otherwise perceiving whereas "access" as a verb means to copy, view, or otherwise perceive.

(B) "Acquisition of a new computer system" means the purchase of a "computer system," as defined in this rule, which is not a computer system currently in place nor one for which the acquisition process has been initiated as of the effective date of the board rule addressing requirements in section 1347.15 of the Revised Code.

(C) "Computer system" means a "system," as defined by section 1347.01 of the Revised Code, that stores, maintains, or retrieves personal information using electronic data processing equipment.

(D) "Confidential personal information" has the meaning as defined by division (A)(1) of section 1347.15 of the Revised Code and is identified by rules promulgated by the board in accordance with division (B)(3) of section 1347.15 of the Revised Code that reference the federal or state statutes or administrative rules which make personal information maintained by the board confidential.

(E) "Employee of the board" means each employee of the accountancy board as well as each member of the accountancy board appointed to the board pursuant to section 4701.02 of the Revised Code.

(F) "Incidental contact" means contact with information that is secondary or tangential to the primary purpose of the activity that resulted in the contact.

(G) "Individual" means a natural person or the natural person's authorized representative, legal counsel, legal custodian, or legal guardian.

(H) "Information owner" means the individual appointed in accordance with division (A) of section 1347.05 of the Revised Code to be directly responsible for a system.



(I) "Maintains" means board ownership of, control over, responsibility for, or accountability for systems and includes, but is not limited to, board information contained within a data processing center for storage, management, or dissemination. The board "maintains" all systems of records required by law to be kept by the agency.

(J) "Person" means a natural person.

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

(L) "Personal information system" means a "system" that "maintains" "personal information" as those terms are defined in this rule.

(M) "Public record" has the meaning as defined by division (A)(1) of section 149.43 of the Revised Code.

(N) "Research" means a methodical investigation into a subject.

(O) "Routine" means commonplace, regular, habitual, or ordinary.

(P) "Routine information maintained for the purpose of internal office administration, the use of which would not adversely affect a person" means personal information relating to the board's employees that is maintained by the board for administrative and human resources purposes.

(Q) "System" means any collection or group of related records kept in an organized manner and maintained by the board, 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 manually stored and records stored using computers. "System" does not include collected archival records in the custody of or administered under the authority of the Ohio historical society, published directories, reference materials or newsletters, or routine information



maintained for the purpose of internal office administration, the use of which would not adversely affect a person.

(R) "Upgrade" means a substantial redesign of an existing system for the purpose of providing a substantial amount of new application functionality, or application modifications that would involve substantial administrative or fiscal resources to implement, but would not include maintenance, minor updates and patches, or modifications that entail a limited addition of functionality due to changes in business or legal requirements.