



Ohio Administrative Code

Rule 4701-2-06 Restricting and logging access to confidential personal information in computerized personal information systems.

Effective: September 1, 2020

- (A) Access to confidential personal information that is kept electronically shall require a password or other authentication measure.
- (B) When the board acquires a system that stores, manages or contains confidential personal information, the board shall include a mechanism for recording specific access by employees of the board to confidential personal information in the system.
- (C) When the board modifies an existing system which stores, manages or contains confidential personal information, the board shall determine whether the modification constitutes an upgrade. Any upgrades to a system shall include a mechanism for recording specific access by employees of the board to confidential personal information in the system.
- (D) The board shall require employees of the board who access confidential personal information within personal information systems to maintain a log that records that access. Access to confidential information is not required to be entered into the log under the following circumstances:
- (1) The employee of the board is accessing confidential personal information for official board purposes, including research, and the access is not specifically directed toward a specifically named individual or a group of specifically named individuals.
 - (2) The employee of the board 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.
 - (3) The employee of the board 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.



(4) The employee of the board accesses confidential personal information about an individual based upon a request made under either of the following circumstances:

(a) The individual requests confidential personal information about himself or herself.

(b) The individual requests the board take some action on the individual's behalf and accessing the confidential personal information is required in order to consider or process the request.

(5) For purposes of this paragraph, the board may choose the form or forms of logging, whether in electronic or paper formats.

(E) The board shall issue a log management 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.