



## **CONFIDENTIAL PERSONAL INFORMATION POLICY**

The Ohio Department of Commerce is dedicated to ensuring the privacy and security of Ohio's citizens who have information stored in personal information systems maintained by the Department, and to limit and control access to such information by its employees. The Department has adopted this policy to further this goal, consistent with the State of Ohio's "Access Rules" set forth at 1347.15 of the Ohio Revised Code and Ohio Administrative Code 1301-1-03.

The Department collects a host of information as part of its license, registration, regulation and enforcement efforts. This information is collected and maintained by the Department, in paper or electronic form, in several "information systems," and may include Confidential Personal Information (CPI).

CPI is a person's name or other identifier (such as social security number or medical and benefit-related information) associated with any information that describes a person or indicates that a person possesses certain personal characteristics.

Department employees access and use the Department's information systems on a "need to know" basis. Employees may only access information systems when it is directly related to the exercise of Department or Division duties. Each employee is assigned access based on the information required for the employee to fulfill the duties of their job, and a log is kept of each access to CPI. Employees and agents acting on behalf of the Department have been trained on this policy and Ohio's Access Rules, a copy of which can be obtained by clicking [here](#).

Failure of a Department employee to adhere to Ohio's Access Rules, including knowingly improperly accessing, using or disclosing CPI, is a violation of the law and may result in severe disciplinary action and/or criminal prosecution.

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