Ohio Department of Taxation
POLICY

John Kasich, Governor
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Policy: Contractor Network Connectivity	Number: ODT-IT-003	Effective: July 1, 2016
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1. Authority

The Tax Commissioner issues Ohio Department of Taxation (herein referred to as the "Department") Policy ODT-IT-003 in accordance with Ohio Revised Code (O.R.C.) § 5703.05. O.R.C. § 5703.05 grants the Tax Commissioner powers, functions, and duties including the authority to manage and direct the Department's operations.

2. Purpose

The purpose of this policy is to provide contractors and non-Department employees with information needed to connect equipment to the Department's network safely and securely.

3. Applicability

This policy applies to all contractors and non-Department employees working with IT resource systems in any Department facility.

4. Definitions

4.1. **Contractor –** An individual or business paid a fee or other compensation for particular services, or any visitor that is not a Department employee.

4.2. **Contractor Division Liaison (CDL) –** The individual in the division where the contractor is providing service responsible for coordinating onboarding and offboarding of the contractor.

4.3. **IT Resource –** Any information technology resource, such as computer hardware and software, IT services, network equipment and services, digital devices such as digital copiers and facsimile machines, supplies and the Internet, made available to personnel.

5. Policy

The Department requires prior authorization for anyone to connect any non-Department IT Resource to the Department's network. In order to obtain authorization, the requestor must read and acknowledge receipt of this policy, by signing the policy acknowledgement form, and returning it to the appropriate CDL.

6. Procedures

6.1. **Visitor Network Drop.** Contractors who do not use Department supplied IT Resources must be connected to the Visitor Network. This connection is designed for the purpose of connecting to a company VPN and resources. Only non-Department IT Resources are authorized for use of the

Visitor Network. This connection is to be strictly used for work related activity. All activity is subject to monitoring.

6.2. **Standard Network Drop.** Department employees as well as non-Department employees or Contractors may be provided these types of drops depending upon their assignment or work requirements. Only Department owned and managed IT Resources may be connected to a Standard Network Drop. Any non-Department IT Resource detected on the network will be quarantined and denied access to any network resources. This connection is to be used for work related activity as directed by the Department. All activity is subject to monitoring.

7. Administrative Consequences

In addition to potential civil or criminal sanctions for violating laws pertaining to misuse of Department IT Resources, a violation of this policy may result in termination or modification of the contractual arrangement with the Contractor.