



Ohio

Department of Taxation

POLICY

John Kasich, Governor
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Policy: Software	Number: ODT-305	Effective: August 5, 2013
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1. Authority

The Tax Commissioner issues Ohio Department of Taxation (herein referred to as the "Department") Policy ODT-305 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 establish controls for the use and protection of Department software.

3. Applicability

This policy applies to all Department employees and contractors.

4. Policy

The Department has established a Software Control Board (SCB) that is responsible for ensuring software used to conduct Department business has been identified, accounted for, and properly licensed. The SCB has the authority to evaluate and determine the software installed on Department workstations that will be used to conduct Department business. The SCB also reviews requests for new software by Departmental users. The SCB is made up of representatives from the Information Services Division (ISD) and Internal Audit (IA).

4.1. Authorized Software

ISD will maintain a list of authorized software that is used to conduct official Department business.

4.1.1. **Department Licensed Software** – Software acquired for official Department business will be licensed in the name of the Department (not an individual) when possible.

4.1.2. **Software Inventory** – ISD will maintain an inventory of all authorized software acquired and installed. If manufacturer registration is available, licensed software will be registered. Software license records will contain the number of licenses and the duration/expiration of the licenses. These records include the following:

- Purchase documentation
- Number of licenses
- Serial numbers, access codes, or license keys

- Location and quantity of original media
- Systems with the software installed
- Evidence of registration
- Actual license agreement

4.2. Software Installation

All Department software will be installed in accordance with ISD guidelines and by ISD authorized technicians.

- 4.2.1. **Test/Trial Software** – Department employees and contractors who are assigned to test software or evaluate software using a limited or trial software license are required to submit a service request for the software to ISD. The requestor is responsible for ensuring compliance with all licensing agreements and is responsible for software removal when the testing is completed and/or the trial period expires.
- 4.2.2. **Installing Personally-Licensed Software** – The Department does not permit the use of personally licensed software on Department equipment.
- 4.2.3. **Approval of Software Request** – All software requests are evaluated on the basis of a demonstrated business need, including the existence of Department standardized software that performs similar functionality. Approval will be based on the results of ISD's risk assessment and supportability assessment of the requested software. The SCB and/or its delegates are responsible for conducting software evaluations.

4.3. Software Audit

Periodic software audits will be conducted to inspect all Department servers, computers, and mobile computing devices to ensure only authorized software is installed.

- 4.3.1. **Unauthorized Software** – Corrective action will be taken if any unauthorized software is found. Unauthorized software may be removed without prior authorization or notification.
- 4.3.2. **Over Allocated Software** – Software metering will be utilized to monitor concurrent usage of software for real-time enforcement of licenses limits. If software is over allocated, licenses may be harvested from end users that have not accessed the software within 180 days.

4.4. Software Disposal

Once a software product reaches end of life, it will be properly disposed or destroyed in compliance with the terms of the license agreements.

- 4.4.1. Care must be taken to ensure all IT assets that are transferred, recycled or salvaged are processed as necessary to comply with the terms of license agreements and prevent unauthorized use of licensed software.
- 4.4.2. In most cases, disks are destroyed and the media folder containing the software media, serial numbers, access codes and license keys will be expunged in order to prevent unauthorized use of data and/or licensed software contained on the disk.

4.5. Copyrights

All violations of software copyright laws are strictly prohibited.

5. Administrative Consequences for Violations

Employees and contractors may be held civilly or criminally liable for violating laws related to unauthorized disclosure of sensitive information. Employees or contractors may also be subject to disciplinary action, up to and including termination or contract termination, for failure to follow this and other policies related to Departmental networks, email or other IT resources.