




POLICY
Ohio Department of Taxation

Policy Description:
General Data Security Policy

Policy No: ODT – IT - 010

Authorities:

IRS Publication 1075 – Tax Information Security Guidelines for
Federal, State and Local Agencies and Entities
Ohio Revised Code 1347 – Personal Information Systems
ODT-HR-004 – Progressive Discipline

Divisions With Primary Responsibility:

Information Services Division

Pages: 2 Pages

Effective Date: April 6, 2009

Revised Date:

1. Policy Purpose

The purpose of this policy is to ensure awareness of Ohio Department of Taxation (ODT) security policies and convey the importance of compliance.

2. Definitions

2.1 Federal Tax Information (FTI). Federal tax returns or return information received from the Internal Revenue Service (IRS).

2.2 Personally Identifying Information (PII). Information that includes an individual's name and one of the following items:

- Social Security Number (SSN)
- Taxpayer identification number
- Driver's license number or state identification card number
- Medical information
- Information that can be used to access financial resources (such as bank account number, credit or debit card number, EFT numbers, etc.);
or
- Other personal information required by law to be maintained in a secure manner

2.3 Taxpayer Information. Information that includes state tax returns or return information, FTI or PII, regardless of the source of the information.

3. Policy Scope

This policy applies to all ODT employees, contractors, consultants, temporaries, and other workers, including all personnel affiliated with third parties (hereinafter all collectively referred to as "ODT representatives").

4. Policy

All ODT representatives are responsible for protecting taxpayer information from unauthorized access, modification, duplication, destruction, or disclosure—whether accidental or intentional. Taxpayer information may consist of FTI, PII, and/or taxpayer information that is provided to ODT directly by a taxpayer, business or other government agency.

Failure to properly protect taxpayer data could result in both civil and criminal penalties.

All ODT representatives are responsible for ensuring they adhere to security policies. They are also responsible for reporting any security violations (observed or discovered) to their management, Internal Audit, or the ISD Security Unit.

Periodic and random reviews may be conducted to ensure ongoing compliance with information protection policies.

5. Discipline

Failure to comply with this policy may result in the imposition of discipline in accordance with ODT work rules including, but not limited to, Neglect of Duty, Insubordination, and/or Ohio Revised Code Section 124.34.