




POLICY
Ohio Department of Taxation

Policy Description:
Reporting Lost or Stolen IT
Resources and Storage Media

Policy No: ODT – IT – 013

Authorities:

OIT-ITP-B.9 (Portable Computing Security)
ODT-HR-004 (Progressive Discipline)
ORC 1347.12

Division With Primary Responsibility:

Information Services Division

Pages: 2 Pages

Effective Date: Oct. 1, 2010

Supersedes: New Policy

1. OVERVIEW

Ohio Substitute House Bill number 648, effective April 7, 2009, regulates and further defines the dissemination of personal information by various state agencies including the Ohio Department of Taxation (ODT). Much of the information maintained by ODT is extremely sensitive; keeping that information secure and confidential is crucial, not only from a legal standpoint but to maintain the confidence of the taxpaying public. As such, ODT is subject to legislated reporting requirements whenever a breach occurs with regard to confidential personal information.

The guidelines contained herein identify the proper notification process when computer(s) or other IT Resources are discovered missing or improper disclosure of information has occurred.

In the event of a loss of sensitive information, immediate actions must be taken to determine the extent of the loss, and ODT's obligation to our taxpayers.

2. DEFINITIONS

IT Resources – All desktop computers, laptop computers, peripherals, and network equipment owned, leased, and/or supplied by the State of Ohio, as well as all computer services provided by ODT, including Internet access, e-mail, and other similar services.

Personal Information is an individual's name, consisting of the individual's first name or first initial and last name, in combination with and linked to any one or more of the following data elements:

- Social Security Number
- Driver's license number or state identification card number
- Financial account number or credit or debit card number

Sensitive Information is defined as any information a state agency maintains that can not be disclosed under penalty of law. For ODT this includes, but is not limited to:

- Specific taxpayer information, whether related to businesses or individuals
- Any Federal Tax Information (including SSNs and FEINs)
- Any IT infrastructure or security related documentation that contains specific configuration settings, IP addresses, or other information that may be used to gain an advantage in compromising the integrity of our information systems, or physical security controls

3. PURPOSE

The purpose of this policy is to communicate to ODT personnel the importance of maintaining accurate IT Resource inventories and to establish reporting requirements for lost or stolen computing devices, tapes, or other electronic storage media. This includes, but is not limited to:

- CDs/DVDs
- Desktop computers
- Floppy disks
- Hard drives (internal or external)
- Laptop computer
- PDAs/Smart phones
- Servers
- Tapes or tape cartridges
- USB flash drives

4. POLICY

If ODT confidential or sensitive information is lost or compromised, (includes stolen) the employee must immediately report this loss of equipment to their immediate supervisor, complete form IT-LSR located on TAXI, and following routing instructions on the form.

Based upon the information provided, the CIO will coordinate with Human Resources, Internal Audit, Information Services Division, Legal, and ODT Deputies to determine the recovery strategy.

ODT Deputies will determine the following:

- Whether affected parties must be notified in compliance with R.C. 1347.12
- Whether law enforcement will be contacted
- Whether communication and/or notification with an outside entity is warranted

5. POLICY ENFORCEMENT

Any personnel found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.