

4709-11-02

~~Restricting and logging access to confidential personal information in computerized personal information systems.~~

- ~~(A) Access to confidential personal information that is kept electronically shall require a password or other authentication measure.~~
- ~~(B) When the board acquires a new computer system that stores, manages or contains confidential personal information, the board shall include a mechanism for recording specific access by employees of the board to confidential personal information in the system.~~
- ~~(C) When the board modifies an existing computer system that stores, manages or contains confidential personal information, the board shall make a determination whether the modification constitutes an upgrade. Any upgrades to a computer system shall include a mechanism for recording specific access by employees of the board to confidential personal information in the system.~~
- ~~(D) The board shall require employees of the board who access confidential personal information within computer systems to maintain a log that records that access. Access to confidential information is not required to be entered into the log under the following circumstances:~~
- ~~(1) The employee of the board is accessing confidential personal information for official board purposes, including research, and the access is not specifically directed toward a specifically named individual or a group of specifically named individuals.~~
 - ~~(2) The employee of the board is accessing confidential personal information for routine office procedures and the access is not specifically directed toward a specifically named individual or a group of specifically named individuals.~~
 - ~~(3) The employee of the board comes into incidental contact with confidential personal information and the access of the information is not specifically directed toward a specifically named individual or a group of specifically named individuals.~~
 - ~~(4) The employee of the board accesses confidential personal information about an individual based upon a request made under either of the following circumstances:
 - ~~(a) The individual requests confidential personal information about himself/herself.~~
 - ~~(b) The individual makes a request that the board takes some action on that individual's behalf and accessing the confidential personal information is required in order to consider or process that request.~~~~
 - ~~(5) For purposes of this paragraph, the board may choose the form or forms of~~

~~logging, whether in electronic or paper formats.~~

~~(E) The board shall issue a log management policy that specifies the following:~~

- ~~(1) Who shall maintain the log;~~
- ~~(2) What information shall be captured in the log;~~
- ~~(3) How the log is to be stored; and~~
- ~~(4) How long information kept in the log is to be retained.~~