

## **State of Ohio Policies**

### **Privacy Notice**

#### **Revised: April 24, 2012**

The Ohio Internet Portal, a service provided by the Ohio Department of Administrative Services Office of Information Technology and the Ohio Optical Dispensers Board (Board) recognize the importance of privacy to our web site visitors. The Board's website privacy statement is modeled after the State of Ohio's Office of Information Technology (OIT) internet portal privacy notice which can be found at <http://ohio.gov/policies.stm>.

Visitors to the Board's web page should be aware of the following information:

#### **Security Measures**

The Board will follow Ohio state laws that require the establishment of reasonable precautions to prevent personal information from unauthorized modification, destruction, use, or disclosure. The Board takes very seriously the integrity of the information and systems that the Board maintains. Therefore, the Board has instituted security measures for all information systems under the Board's control. These security measures are designed to identify attempts to tamper with this web site. Information collected through these security measures may be used in connection with criminal prosecution or other legal proceedings.

Ohio Revised Code 1347.15 requires the Ohio Department of Administrative Services to adopt administrative rules regulating access to the confidential personal information the Board keeps, whether electronically or on paper.

#### **Public Records**

Visitors to the Board's web page should be aware that, subject to certain statutory exceptions, most documents and records maintained by the state of Ohio, including, but not limited to electronic data, are public records under Ohio law. Therefore, information submitted through this web site may be subject to disclosure pursuant to a public records request.

#### **Usage Statistics**

All information collected by way of server log files is used in aggregate form only, and may be analyzed for trends and statistics.

#### **Online forms and E-mail**

This web site will not collect personally identifiable information, such as name, address, telephone number, etc.) unless you provide such information voluntarily. We may ask for such information so that we can tailor interactive features of this web site to you specific interests and needs, including periodically forwarding information that matches your selected interests.

You are free to provide or not to provide the requested information. If you choose not to provide this type of information, you can still visit most of the web site, but you may not be able to participate in certain online forms. Any personal information voluntarily

provided by visitors including personal information submitted on online forms and email, will be used only for the purposes stated on the web page and may also be shared with other agencies as required by law or pursuant to agency authority. Information submitted through this web site also may be subject to disclosure pursuant to a public records request.

### **Web Cookies**

Visitors who submit information via this web site should be aware that data linking your computer to this web site may create a “cookie.” Temporary cookies may be used when necessary to complete a transaction, to process data submitted to us online or to facilitate ongoing internet interaction. Information collected on our web sites, including cookies, may also be subject to disclosure pursuant to a public records request.

### **Access and Dispute of Information Rights**

Pursuant to Ohio Revised Code, sections 149.43, 1347.08, users have rights to their information given to this site, in respect to inspecting, correcting and disputing. This is applicable to any information collected, used or maintained on the Ohio.gov website.

### **Contact**

Any further questions concerning the privacy policy for Ohio.gov should be forwarded to the Office of Information Technology Law and Policy Advisor via email at:

Chief.Privacy.Officer @ oit.ohio.gov.

Written correspondence may be to:

Ohio Chief Privacy Officer  
30 East Broad St., 40<sup>th</sup> Floor  
Columbus, OH 43215