

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Information Services  
**Policy Number:** 12.05.05  
**Policy Name:** Security of Automated Data in the Computer Systems

**Original Effective Date:** 11/30/1995  
**Revision Date(s):** 04/01/2016, 04/01/2013, 07/01/2004  
**Current Revision Date:** 06/01/2019  
**Approved By:** Cynthia G. Weiskittel

**PURPOSE:** To define the requirements of a security system which keeps information available to the staff members who need to use it, while at the same time assuring the integrity of the confidentiality of the data.

**SCOPE:** This policy applies to all who use the various information systems available to the Division of Children and Family Services as well as to any person who has physical access to hardware and/or software in any office for CCDCFS staff and any organization other than CCDCFS that has access to the CCDCFS computer system.

**POLICY**

- A. All data that has been or is about to be entered into any of the data systems available to CCDCFS is strictly confidential and must be kept free of any sort of contamination (computer virus and/or unauthorized edits).
- B. Staff, including staff of other county agencies and staff of organizations via contract who are authorized to use a computer is assigned a password. All computer passwords are confidential and are to be used exclusively by the person to whom they were assigned.
- C. Any infractions of this policy will result in loss of computer privileges and may result in disciplinary action, in accordance with established CCDCFS (County) disciplinary procedures. In the case of staff or organizations via contract that are authorized to use a computer, the terms of the contract will determine the action to be taken.
- D. Software, disks, recording media, and/or hardware that have not been purchased by CCDCFS may NOT be installed or used on any agency computer equipment under any circumstances.

- E. Work that needs to be accomplished outside of the normal business hours or outside the agency can be done as follows:
  - 1. Email or SACWIS can both be accessed through the Internet and therefore can be done from any computer.
  - 2. Workers accessing our network must obtain a Virtual Private Network (VPN) token from the State of Ohio by filling out a JFS 7078 Form and turning it into Information Services. Workers will require an agency mobile device (i.e.: laptop) assigned by Information Services.
  - 3. USB Drives (Thumb Drives) can only be used if approved by Information Services and in accordance with State of Ohio policies and guidelines.
  
- F. When a new staff person is hired, he/she is assigned a User ID that will permit entry to the various information systems, as appropriate to the position.
  - 1. The User ID is to be used ONLY by the staff person to whom it is assigned.
  - 2. The staff person must NOT share his/her password with anyone.
  - 3. Upon termination/resignation, his/her User ID and password will be revoked (deactivated) by Information Services.
  - 4. Staff person are trained on password creation and when to change their password during their new hire orientation with the Training Department.
  
- G. If a staff person fails to adhere to these policies/procedures, disciplinary action may be taken.

**SEE ALSO:**

Cuyahoga County Division of Children and Family Services Policies and Procedures Manual

- Policy 12.03.01: Network Administration of Computer Users
- Policy 12.05.06: Electronic Communications Equipment
- Policy 12.05.07: Electronic Communications and Information Technology (IT) Resource Usage