

## **Ohio Department of Health**

### **Code of Responsibility for Confidentiality and Security of MCHIDS Data**

Security and Confidentiality are a matter of concern for all users of the Maternal Child Health Integrated Data System (MCHIDS) website, and for all other persons who may have access to data from the system. Every individual who is authorized to access the MCHIDS website holds a position of trust relative to this information and must recognize the responsibilities entrusted to him/her in preserving the security and confidentiality of this information. The information is collected for public health purposes. Information in the MCHIDS website, including information that could be used to identify an individual and information about individuals' health status, is considered protected information. Confidentiality requirements that apply to this data include, but are not limited to ORC Sections 3701.243 and 3701.244 and OAC Sections 3701-1-03, 3701-3-08, and 3701-3-23. City or county regulations or ordinances or other laws may place additional restrictions on data use and release. An authorized user's conduct may threaten the security and confidentiality of this information. It is the responsibility of every user to know and understand the following:

1. Users must not make or permit unauthorized use of any information in the MCHIDS website.
2. Users may not exhibit or divulge the contents of any record except as permitted under Ohio Revised Code and Ohio Administrative Code for public health activities for disease control and disease surveillance.
3. Users must not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
4. Users must not remove or cause to be removed any copies of records from the MCHIDS website except in the performance of their public health duties.
5. Users must not divulge or share security codes or user authorizations.
6. Users must not violate rules and regulations concerning MCHIDS website access or improperly use passwords and user authorizations.
7. Users must not access, request others to access, or allow others to access the MCHIDS website for non-public health purposes.
8. Users must not seek to benefit personally or permit others to benefit personally by any confidential information in the MCHIDS website.
9. Users must not aid, abet, or act in conspiracy with another to violate any part of this code.
10. Authorization for access to the MCHIDS website terminates when a user's employment is terminated or when access to the data is not required for work related responsibilities.
11. Both the individual user and the public health agency by which they are employed have an obligation to protect the confidentiality and security of the information in the MCHIDS website.
12. Users must report any violations of this confidentiality and security code to the ODH Information Security Officer immediately.