

**STATE OF VERMONT**  
**Agency of Human Services (AHS)**

<b>AHS Data Encryption for Laptop and Tablet Computers</b>	REVISION HISTORY: <i>10/23/08</i>	Chapter/Number 5.09
	EFFECTIVE DATE: <i>10/23/08</i>	Attachments/Related Documents:
Authorizing Signature: <u><i>Cynthia D. LaWare</i></u> Date Signed: <u><i>10/23/08</i></u> Cynthia D. LaWare, Secretary, Agency of Human Services		

**PURPOSE:**

The purpose of this policy is to provide the guidelines and information regarding the encryption of laptop and tablet computers. Data encryption is a technique used to protect the confidentiality of stored and transmitted information. This policy and the accompanying standard provide the minimum requirements for the selection, application and management of encryption technologies. Encryption is intended to protect data from malicious intent, unauthorized access, modification or theft.

**DEFINITIONS:**

**Confidential Data** - includes but is not limited to social security numbers, personal financial information, debit/credit card numbers, personally identifiable health information, and any other data that is identified by law, regulation, policy, or practice as confidential.

**SCOPE:**

The AHS policy applies to all laptops and tablet computers. This policy applies to all State employees who, as part of their jobs, are responsible for the maintenance, operation and/or transportation of laptops or tablet computers containing confidential electronic data belonging to the State of Vermont. Agencies and Departments are required to identify any additional Confidential Data specific to their business practices that warrants the protection of encryption.

For the purpose of this policy "non-State owned devices" are defined as devices not directly owned by the State but used in the conduct of State business to fulfill services specified in contractual or other binding relationships with the State.

**STANDARDS:**

AHS generally accepts State policy "Data Encryption for Laptop and Tablet Computers" which can be found at [http://dii.vermont.gov/Business\\_Users/Policy](http://dii.vermont.gov/Business_Users/Policy). AHS has extended encryption to include all laptop and tablet computers.

It is the policy of AHS that all laptop and tablet computers containing Confidential Data must be protected with appropriate encryption technologies. AHS laptop and tablet computers cannot be issued to individuals or deployed in any manner without being encrypted.

This also applies to Confidential Data contained on or copied to devices not owned by AHS. It is the responsibility of all employees to uphold this policy. That includes the responsibility for those who manage relationships with non-state employees or entities with access to the state's Confidential Data. To that end, when entering agreements with contractors, grantees or grantors, who may have access to confidential state data or state-owned devices, employees must ensure that agreements include appropriate language and/or disclosure agreements that impose an obligation consistent with this policy and/or as may be required by law.

COMPLIANCE:

Encryption technologies will be deployed consistent with the standards outlined in the State of Vermont Data Encryption Standard.

ENFORCEMENT:

The Office of the Secretary may initiate reviews, assessments or other means to ensure that policies, guidelines and standards are being followed.