
TOPIC: IT- ENCRYPTION

PURPOSE: To define standards for encryption installed on PCC mobile devices.

POLICY: Encryption software is the most effective way to achieve data security. PCC installs Symantec PGP Whole Disk Encryption for Windows on laptop devices.

LEVEL OF RESPONSIBILITIES:

All Staff

PCC IT Staff

PROCEDURE:

Definition

The translation of data into a secret code. Encryption is the most effective way to achieve data security. To read an encrypted file, you must have access to a secret key or password that enables you to decrypt it. Unencrypted data is called plain text; encrypted data is referred to as cipher text.

Encryption Key

An encryption key specifies the particular transformation of plain text into cipher text, or vice versa during decryption.

Sensitive data and files shall be encrypted before being transmitted through networks. When encrypted data are transferred between agencies, the agencies shall devise a mutually agreeable procedure for secure key management. In the case of conflict, PCC shall establish the criteria in conjunction with the IT Director, Privacy Officer or appropriate personnel. PCC employs several methods of secure data transmission.

Installation of authentication and encryption certificates on the e-mail system

Any user desiring to transfer secure e-mail with a specific identified external user may type the word ENCRYPT in the subject line of the email and the recipient will receive a notice through the Barracuda device.

Use of WinZip encrypted and zipped e-mail

This software allows PCC personnel to exchange e-mail with remote users who have the appropriate encryption software on their system. The two users exchange private keys that will be used to both encrypt and decrypt each transmission. Any PCC staff member who desires to utilize this technology may request this software from the IT Director or appropriate personnel.