

Policy #:		Effective:		Page #:	
Subject:	Data Encryption Policy	Audience:		Meredith Employees	

1.0 PURPOSE

It is the policy of Meredith College to protect assets, such as mobile computers, portable data storage devices, desktop computers and communication devices, from loss or theft, and to protect restricted data that may reside in such devices from unauthorized access.

2.0 SCOPE

This policy applies to all employees and contracted employees of Meredith College.

3.0 POLICY

All faculty and staff should handle or store sensitive information only if absolutely necessary for their jobs. All sensitive information must be stored and disposed of in a secure manner. To facilitate the secure storage of all Meredith College data, all data storage devices that are owned by, or contains Meredith College sensitive data, must be encrypted. Examples of data storage devices are, but not limited to:

- Laptops
- Desktop Computers
- USB Flash Drives
- External Hard Drives
- Cellphone's
- PDA's

Technology Services will ensure that all data storage devices purchased through Technology Services are encrypted. Existing data storage devices will be encrypted by Technology services in a managed deployment. Data storage devices that are not encrypted can be denied access to the College network, or can be removed from service by Technology Services.

Data Storage devices purchased/acquired through other channels must be encrypted by the user. Go to the Help Desk, located in the Noel Annex, to pick up instructions on encrypting your data storage device.

Failure to encrypt a personal data storage device that contains Meredith College information will be referred to Human Resources and/or your immediate supervisor along with the suspension of all technology privileges.

4.0 REVISION HISTORY

Description of Change	Revision History
Initial Creation	August 2010
Reformatting of Policy	March 2016

Revision #:	1.0	Supersedes:	1.0	Date:	March 2016
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5.0 INQUIRIES

Direct inquiries about this policy to:

Jeff Howlett, CIO
Meredith College
3800 Hillsborough Street
Raleigh, NC 27607

Voice: 919-760-8828
Fax: 919-760-2325
Email: howlettj@meredith.edu

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