FORM: Request to Link a Personal Portable Computing Device to the State Email System for Data Classified as "Managed Access Public" or "Public"

This is a request to use a personal portable computing device for the purpose of linking the device to the State's email system. The following State exchange email account will be used in conjunction with the access:

Exchange Account: _____

To the limits dictated by the State of Nebraska and Federal laws, agency data and system owners are responsible for determining how critical and sensitive information is for their applications to insure integrity, availability, and confidentiality.

Security Classification Levels:
The NITC Information Security Policy recognizes four basic levels of security classifications that are associated with varying degrees of known risks. See NITC 8-101: Information Security Policy (http://nitc.nebraska.gov/standards/8-101.html). They can be summarized as follows:

HIGHLY RESTRICTED is for the most sensitive information intended strictly for use within your organization and controlled by special rules to specific personnel. It is highly critical and demands the highest possible security (e.g. PHI, FTI). Not allowed on personal devices.

CONFIDENTIAL is for sensitive information that may include Personally Identifiable Information (PII) intended for use within your organization. This level requires a high level of security and would have a considerable impact in the event of an unauthorized data disclosure. Do not use this form. Use Attachment B.

MANAGED ACCESS PUBLIC is for non-sensitive information intended for use within your organization. The security is controlled, but not highly protected. Use this form.

PUBLIC is for information that requires minimal security and can be handled in the public domain. Use this form.

Standards:
All devices irrespective of device ownership that are syncing information with the State's email system must follow the standards listed in NITC 5-204 (http://nitc.nebraska.gov/standards/5-204.html).

Recommendations:

- Federal and commercial privacy and security safeguards may not allow personal devices to contain certain types of information.
- Periodically delete unnecessary data and email
- If available, the device should employ a data delete function to wipe information from the device after multiple incorrect passwords/PINs have been entered.
- If available, enable device encryption functionality to encrypt local storage.
- Turn off Bluetooth and Wi-Fi connectivity when not specifically in use.
- Limit the use of 3rd party device applications. Unsigned third-party applications pose a significant risk to information contained on the device.
- Store devices in a secure location or keep physical possession at all times

- Carry devices as hand luggage when traveling
- It is recommended that remote tracking capabilities are enable on devices
- Approved wireless transmission protocols and encryption must be used when transmitting *sensitive* information. *Sensitive* data traveling to and from the device must be encrypted during transmission. For browser based access, SSL encryption meets State standards.
- Approved remote access services and protocols must be used when connecting to State equipment. See NITC 8-303: Remote Access Standard (http://nitc.nebraska.gov/standards/8-303.html).

Identified NITC policies that apply to use, access and protecting information:

NITC 7-101: Acceptable Use Policy (http://nitc.nebraska.gov/standards/7-101.html)

NITC 8-101: Information Security Policy (http://nitc.nebraska.gov/standards/8-101.html)

NITC 8-102: Data Security Standard (http://nitc.nebraska.gov/standards/8-102.html)

As a reminder: All employees are obligated to protect the data they have access to. The use of the device must conform to all State and Agency use policies.

Violations of policy can result in disciplinary action, up to and including termination.

Please provide the following information:

Agency	
Agency Number	
Work Phone Number	
Brand of Personal Device (ie: Apple, Motorola, Samsung)	
Type of Personal Device (ie: iPad, Droid, Galaxy)	
OS and Version of Personal Device	
Phone Number of Personal Device (if applicable)	

Individual Justification

The undersigned State representative is requesting to use a personal device for the purpose of accessing and/or storing data with a **security classification level** of MANAGED ACCESS PUBLIC or PUBLIC and includes the following as supporting justification:

_____

_____

I understand that in the event of litigation, or potential litigation, my personal device may be subject to discovery requirements up to and including impoundment of the device.

_____	_____	_____
Printed Individual Name	Individual Signature	Date

_____	_____	_____
Printed Agency Director Name	Agency Director Signature	Date

Send completed form to the State Information Security Officer at siso@nebraska.gov.

_____ Approved _____ Denied

_____	_____	_____
Printed SISO Name	SISO Signature	Date

FORM: Request to Link a Personal Portable Computing Device to the State Email System for Data Classified as "Confidential"

This is a request to use a personal portable computing device ("PCD") for the purpose of linking the device to the State's email system. The following State exchange email account will be used in conjunction with the access:

Exchange Account: _____

To the limits dictated by the State of Nebraska and Federal laws, agency data and system owners are responsible for determining how critical and sensitive information is for their applications to insure integrity, availability, and confidentiality.

Security Classification Levels:
The NITC Information Security Policy recognizes four basic levels of security classifications that are associated with varying degrees of known risks. See NITC 8-101: Information Security Policy (http://nitc.nebraska.gov/standards/8-101.html). They can be summarized as follows:

HIGHLY RESTRICTED is for the most sensitive information intended strictly for use within your organization and controlled by special rules to specific personnel. It is highly critical and demands the highest possible security (e.g. PHI, FTI). Not allowed on personal devices.

CONFIDENTIAL is for sensitive information that may include Personally Identifiable Information (PII) intended for use within your organization. This level requires a high level of security and would have a considerable impact in the event of an unauthorized data disclosure. Use this form.

MANAGED ACCESS PUBLIC is for non-sensitive information intended for use within your organization. The security is controlled, but not highly protected. Use Attachment A.

PUBLIC is for information that requires minimal security and can be handled in the public domain. Use Attachment A.

Standards:
All devices irrespective of device ownership that are syncing information with the State's email system must follow the standards listed in in NITC 5-204 (http://nitc.nebraska.gov/standards/5-204.html).

Recommendations:

- The Office of the CIO does not recommend using personal devices to process and store sensitive information.
- Federal and commercial privacy and security safeguards may not allow personal devices to contain certain types of information.
- Periodically delete unnecessary data and email
- If available, PCD users should employ a data delete function to delete information on a device that detects a password attack
- If available, arrange for a remote data deletion service which can remotely delete sensitive information if the device is lost or stolen
- Store PCDs in a secure location or keep physical possession at all times

- Do not leave equipment and media taken off the premises unattended in public places.
- Carry PCDs as hand luggage when traveling
- Tracking**:** It is recommended that devices use remote tracking capabilities
- Approved wireless transmission protocols and encryption must be used when transmitting *sensitive* information. *Confidential* data traveling to and from the PCD must be encrypted during transmission.
- Approved remote access services and protocols must be used when transmitting *sensitive* information. See NITC 8-303: Remote Access Standard (http://nitc.nebraska.gov/standards/8-303.html).
- All State and Agency policies governing the use of confidential data are required to be followed.

Identified NITC policies that apply to use, access and protecting information:

NITC 7-101: Acceptable Use Policy (http://nitc.nebraska.gov/standards/7-101.html)

NITC 8-101: Information Security Policy (http://nitc.nebraska.gov/standards/8-101.html)

NITC 8-102: Data Security Standard (http://nitc.nebraska.gov/standards/8-102.html)

As a reminder: All employees are obligated to protect the data they have access to. The use of the device must conform to all State and Agency use policies.

Violations of policy can result in disciplinary action, up to and including termination.

Please provide the following information:

Agency	
Agency Number	
Work Phone Number	
Brand of Personal Device (ie: Apple, Motorola, Samsung)	
Type of Personal Device (ie: iPad, Droid, Galaxy)	
OS and Version of Personal Device	
Phone Number of Personal Device (if applicable)	

Individual Justification

The undersigned State representative is requesting to use a personal device for the purpose of accessing and/or storing data with a **security classification level** of CONFIDENTIAL and includes the following as supporting justification:

_____

_____

My signature below identifies I have read and understand the policy requirements and agree to abide by policy to protect the data contained or accessed by the personal device. I acknowledge the risk and accept responsibility for safeguarding the State and the Agency information that is accessed and stored by the personal device. I understand that in the event of litigation, or potential litigation, my personal device may be subject to discovery requirements up to and including impoundment of the device.

_____	_____	_____
Printed Individual Name	Individual Signature	Date

Agency Director's initials required: _____

This is a high-risk activity not recommended by the State with potential civil and criminal liability and penalties. The State does not endorse the use of personal devices for the processing or storage of confidential information. Allowing this activity significantly increases the possibility of unwanted information disclosure. I acknowledge the risk and accept responsibility for safeguarding the State and the Agency information that is accessed and stored by the personal device.

The Agency Director's signature below identifies the acceptance of increased risk to the agency due to the use of the personal device while also acknowledging possible civil or criminal penalties against the agency or individual from confidential information disclosure.

_____	_____	_____
Printed Agency Director Name	Agency Director Signature	Date

Send completed form to the State Information Security Officer at siso@nebraska.gov.

_____ Approved _____ Denied

_____	_____	_____
Printed SISO Name	SISO Signature	Date

_____	_____	_____
Printed CIO Name	CIO Signature	Date