

ELECTRONIC DATA SECURITY

Overview

In the normal course of business operations information is gathered and stored in electronic form. This information is normally required to provide public services or to carry out other state business responsibilities. Information collected may be of a nature deemed confidential to the business process being carried out and as such not open to sharing with any other entity. This information is therefore “Protected”. This standard addresses the electronic storage of “Protected” information.

Standard

- All protected information stored in electronic form will be protected against unauthorized access.

Responsibility

- It will be up to each agency to identify protected information that is subject to this standard.

Methods

Common methods of securing protected information include but are not limited to:

- Staff education
- Restricted data access and usage
- Administrative policies and procedures.
- Data encryption
- Network encryption
- Account authorization
- Strong passwords
- Biometric authentication
- Physical security
- Network Firewalls
- Server hardening

Definitions

PROTECTED INFORMATION

Information that identifies personal or confidential data that if disclosed may put a person or entity at risk of harm.

References