

MASSACHUSETTS COLLEGE OF PHARMACY & HEALTH SCIENCES LAPTOP AND PORTABLE STORAGE ENCRYPTION POLICY

I. Policy Statement

This document defines data encryption requirements for Massachusetts College of Pharmacy and Health Sciences (“MCPHS”) laptop computers and portable storage devices.

II. Purpose and Scope

The purpose of the Data Encryption policy is to ensure all sensitive and confidential information that is stored on a College owned mobile device is encrypted using strong encryption software.

This policy applies to all sensitive and confidential data generated, accessed, transmitted or stored on College owned mobile computing devices. Other information may be encrypted at the discretion of the data owner who is responsible for the information.

III. RESPONSIBILITY

It is the responsibility of staff to familiarize themselves with this policy and to follow this policy and any corresponding procedures.

IV. POLICY

The College requires the mandatory use of encryption technology to secure laptop computers and portable storage devices. Any and all newly acquired College owned, supplied, or supported laptop computers and portable storage devices must have encryption enabled. Information Services has been provided funding and support to implement this policy.

Encryption reduces the security risk associated with laptop loss. Given the portable nature of laptops, encryption is required so that laptops that are either lost or stolen will not create an undue information security risk in areas such as identity theft or misuse of other personal identifying information or College data and computing resources. Encryption does not degrade laptop performance and therefore the benefit of encryption far outweighs the associated costs.