



Center on Disability Studies

Electronic Data Security Policy

Version 1.0

10/30/13

Purpose

This document is designed for the Center on Disability Studies (CDS) to establish the Electronic Data Security Policy (EDSP), which abides by the University of Hawaii executive policy E2.214. This EDPS policy will meet all the standards on data security set in E2.214. Additionally, this policy has been crafted while keeping the unique needs of a research organization such as CDS at the forefront.

Implementation

Any CDS personnel dealing with sensitive information (as defined in Section III of E2.214) will first be required to read and sign the University of Hawaii General Confidentiality Notice provided as an attachment to E2.214. All personnel will be provided with a copy of the entire policy E2.214. Submitting the confidentiality notice allows the University of Hawaii to recognize which faculty and staff will be dealing with sensitive data.

Personnel dealing with sensitive data will also add a confidentiality notice to *all outgoing e-mail* in the footer of their work related e-mails. The appropriate confidentiality notice is provided by policy E2.214 as attachment II.

As a final measure of security, all CDS personnel working with sensitive electronic data will store all their sensitive data on an encrypted hard drive. The drive will be encrypted using a software based encryption program utilizing the AES algorithm and have at least 256-bit encryption (a U.S. military standard). The software used to encrypt the drive may vary depending on the computers operating system, but encryption options will be available for all operating systems currently supported by the tech support team within the CDS Media Center.

*Currently the University of Hawaii at Manoa Information Technology Services department does not offer a solution for securely storing sensitive electronic data.

Support and Training for Personnel

In order to ensure this CDS policy on electronic data security is adopted and applied without confusion, the CDS Media Center will offer group training, hands-on training, and support for the computer encryption software. The group trainings will introduce personnel to this new policy and provide them with a guided process enabling them to comply with the implementation of the EDSP. The hands-on training will follow up with personnel on the initial steps of the implementation and train them on the use of encryption software. The goal of the hands on training is to provide personnel with all the information and confidence they will need

to successfully use encryption software to protect sensitive data. The CDS Media Center will be providing additional support including, but not limited to; training incoming personnel on the EDSP, performing version updates for encryption software (in order to maintain software reliability), and troubleshooting issues associated with encryption software.