

Policy: TS0006	Category: Technical Security	Version Date: 2/1/2017
Title: Electronic Communications and Data Transmission Policy		Effective Date: 2/15/2017
Originating Unit: Information Security Advisory Committee		Last Review: 2/1/2017
Review Resp: HIPAA Security Officer		Next Review: 2/1/2020

Purpose:

The purpose of this policy is to establish minimum guidelines for the protection of information during electronic communication and data transmission processes.

Scope:

This policy applies to electronic communications and data transmission processes used by HSC users to transmit HSC academic, research, patient care, financial, administrative, human resource, etc. information on any computer or network, and to all other users of electronic Protected Health Information. Communications and data transmission processes include but are not limited to email, instant messaging, chat, all variations of FTP (file transfer protocol) processes, all variations of P2P (peer-to-peer) processes, and streaming media processes.

References:

1. UF Acceptable Use Policy, <http://www.it.ufl.edu/policies/acceptable-use/acceptable-use-policy/>
2. UF Privacy, Operational Guidelines: 15.4. Security of PHI: Electronic Mail
<http://privacy.ufl.edu/uf-health-privacy/policies-procedures/operational-guidelines/>
3. Standard TS0006.02: Electronic Communications and Data Transmission Standard

Policy:

1. All electronic information transmitted by UF users, from any computer or network will be conducted in accordance with all applicable University of Florida policies including, but not limited to, those referenced above.
2. Electronically transmitted Restricted information will be protected by encryption:
 - a. when transmitted over any wireless network.
 - b. when transmitted over any wired network outside of the University.
 - c. If reasonable when transmitted on the UFHealth and University wired networks.
3. Electronic communications and data transmission processes used on any computer with access to Restricted information will
 - a. Comply with the standards set forth in TS0006.02 Electronic Communications and Data Transmission Standard.
 - b. Be approved by the Unit Information Security Manager and Information Security Administrator.
4. UF Units will publish and communicate in their Unit a list of approved and supported electronic communications and data transmission solutions. Approved solutions will be in compliance with TS0006.02 Electronic Communications and Data Transmission Standard.

5. Unit Information Security Managers and the UF Information Security Office are authorized to prevent computers with unapproved electronic communications and data transmission solutions from accessing information resources including the UF network.
6. Failure to comply with this policy will be reported as an information security violation and may result in loss of network and system privileges for the individual violating the policy.