



SECTION: IT SECURITY

I. SUBJECT: Email Encryption Policy

NSU Email Encryption Policy

Purpose

To preserve the confidentiality and integrity of, and accessibility to, sensitive information transmitted via email to external accounts by NSU employees and third party organizations and individuals utilizing NSU email accounts.

Policy

The university requires all employees and third party organizations and individuals utilizing NSU email accounts to employ university-approved encryption solutions when emailing sensitive information to external accounts (i.e., email addresses outside of the nova.edu domain).

Sensitive information includes (but is not limited to):

- Protected Health Information (PHI) as defined by HIPAA guidelines
- Social Security Numbers (SSN's)
- Credit card or debit card numbers
- Driver's license numbers or other, similar government-issued identification numbers
- Financial account numbers
- Information about an individual's medical history, mental or physical condition, or medical treatment or diagnosis by a healthcare professional
- Individual health insurance policy numbers or subscriber identification numbers
- Unique identifiers used by health insurers to identify individuals
- Personal login information that would permit access to an individual's online account(s)

The university reserves the right, at its discretion and within its capabilities, to automatically encrypt emails containing sensitive information should a user fail to employ encryption as provided for in this policy.

Questions about obtaining or using the university-approved encryption solutions or questions on what constitutes sensitive information should be forwarded to the Chief Information Security Officer.

Note: Encryption only works when sending to external (non-University) email addresses.

Remedies

Non-compliance with this policy and/or its resulting procedures may be cause for disciplinary action up to and including termination. Depending on the circumstances, federal or state law may permit civil or criminal litigation and/or restitution, fines, and/or penalties for actions that would constitute a violation of this policy.

Timeline

Effective Date: Upon Implementation

Review Date: Annually

Approvals




President & Chief Executive Officer


Date 5/26/15



Executive Vice President & Chief Operating Officer

Date 5/26/15

APPROVED AS TO LEGAL FORM
Signature: 
Print Name: **Thomas Panza**
Panza, Maurer & Wynar, P.A.

APPROVED AS TO BUSINESS CONTENT
Signature: 
Print Name: **Tom West**
Innovation & Information Technology