

## Office of Information Technology Policy

**Data Security on Notebook PC's, PDA's and Portable Storage Devices**

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**Purpose:**

The purpose of this policy is to protect sensitive, proprietary and other data not subject to the Louisiana Public Records Act (LA. RS 44:1 et seq.) [hereafter referred to as sensitive data] on agency approved notebook PC's and portable data storage devices that are removed from state premises.

**Policy:**

All sensitive data that is stored on agency approved portable storage devices (Notebook PC's, USB thumb drives, USB hard drives, CD's, DVD's, diskettes, PDA's, etc.) that are removed from the state premises must be encrypted and consistent with OIT STD 023 (Encryption Standard).

**Scope:**

All entities under the authority of the Office of Information Technology, pursuant to the provisions of R.S. 39:15.1, et seq., must comply with this policy.

**Responsibilities:**

- Agencies must document a business case to support employees or contractors taking sensitive agency data off state premises.
- Agencies must make reasonable assurances that only agency approved storage devices will be used if employees or contractors are allowed to take sensitive data off state premises.
- Agencies must make reasonable assurances employees subject to this policy are aware of the proper techniques regarding use of encryption on the devices referenced above.
- Agencies must make reasonable assurances contractors utilize encryption consistent with OIT STD 023 when taking sensitive data off state premises.
- Agencies must provide OIT with an electronic copy of their deployment plan relative to becoming compliant with this policy.

**Effective Date:**

December 11, 2006