

Encryption Policy

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Date: 06/05/06	Policy ID: UVAW – 4	Status: Approved
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Contact Office: Office of Information Technology

Oversight Executive: Director of Information Technology

Applies to: UVa-Wise Campus, Networks, and Equipment and also applies to all third parties with access to or use of sensitive data.

Reason for Policy: The purpose of this policy is to protect sensitive data and resources from piracy, misuse and/or malicious intentions, which will help to ensure the confidentiality, integrity and availability of all data and resources.

Definitions:

Policy Statement: Best practices recommend the use of layer defense. Using encryption to protect resources does not guarantee that data will be completely protected but it does provide an additional layer of protection especially around sensitive data.

Procedures:

Encryption shall be used to protect all sensitive data during transmission across public networks

- .1. Use strong cryptography and encryption techniques to safeguard sensitive data, such as social security numbers, FERPA data, HIPPA data, or cardholder data, during transmission over public networks.
 - .1.1. Use SSL/TLS, VPN, or other technique that uses a strength of at least 3DES-128bits, AES-256 bits, RSA-1024 bits.
 - .1.2. Wireless networks should only be used to transmit sensitive data if the following are in place: 1) WPA or VPN or SSL all at 128-bit, and in addition 2) WEP at 128-bit with shared WEP keys rotated quarterly.
 - .1.3. Never send sensitive data via unencrypted e-mail.

Laptops containing sensitive data shall use encryption to protect those files/folders.

- .1. Encryption available as an advanced attribute in the properties of the NTFS or comparable file system will fulfill this requirement.

- .2. Other encryption may be used as long as it meets at least the above level of protection.

Related Information: See also Transmission of PCI Data Policy PCI – 4

Background: Approved by Brian Ward, CIO – UVa-Wise, June 5, 2006
