



State of Illinois

Department of Central Management Services

LAPTOP DATA ENCRYPTION POLICY

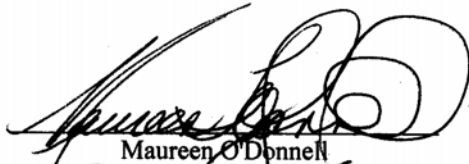



Effective December 1, 2007

State of Illinois
Department of Central Management Services
Bureau of Communication and Computer Services

LAPTOP DATA ENCRYPTION POLICY

Effective December 1, 2007
Version 1.0

APPROVAL SHEET

CMS Director:	 Maureen O'Donnell	Date: <u>12/10/07</u>
CMS/BCCS Deputy Director:	 Doug Kasamis	Date: <u>11/29/07</u>
CMS/BCCS Deputy General Counsel:	 Dominic Saebeler	Date: <u>11/29/07</u>
CMS/BCCS Chief Security Officer:	 Rafael Diaz	Date: <u>11/29/07</u>

Please Return to: CMS/BCCS
Chief Security Office
120 W. Jefferson
Springfield, IL 62702
Thank You.

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POLICY STATEMENT

This document defines data encryption for State-wide laptop computers.

PURPOSE

The purpose of the Data Encryption policy is to ensure all sensitive and confidential information that is stored on a state owned mobile digital device is encrypted using CMS strong encryption software.

SCOPE

This policy applies to all State of Illinois employees, contractors, vendors and agents who create, transmit or store sensitive and confidential information on state owned mobile computing devices. Other information may be encrypted at the discretion of the data owner who is responsible for the information.

This policy applies only to laptop computers. Subsequent policy releases will address other mobile digital devices.

DEFINITIONS

The following terms are used in this policy. Additional terms may be used and can be found in the BCCS Terminology Glossary document located at the BCCS Web site bccs.illinois.gov.

1. Encryption - The process of transforming information to make it unreadable to anyone except those possessing a key.
2. Laptop – A portable, usually battery-operated Personal Computer, small enough to rest on a user’s lap.

RESPONSIBILITY

It is the responsibility of staff to familiarize themselves with this policy and to follow this policy and any corresponding procedures.

Agency IT Staff - It is the responsibility of Agency IT staff to familiarize themselves with this policy and to follow this policy and any corresponding procedures.

POLICY

1. All new laptops issued must be equipped with full-disk encryption.
2. Encryption of existing laptops is at the discretion of each Agency.
3. Only encryption products approved by BCCS and configured according to standards set by BCCS may be used. It is a violation of this policy for users to encrypt state information with any other products/tools.

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4. It is a violation of policy for anyone to attempt to bypass, to penetrate, to alter the configuration of, or to otherwise affect the operation of any encrypted laptop hard drive(s).

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REVISION HISTORY

Created: June 1, 2007
Revised: October 16, 2007
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