

<b>COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES</b>  <b>Prince George, Virginia</b>	<b>POLICY NUMBER: 220.1 through 220.5</b>	<b>Page 1 of 2</b>
	<b>SUPERSEDES:</b>	<b>DATE ISSUED: May 6, 2008</b>
<b>SUBJECT:</b>  <b>Computer Encryption</b>	<b>AUTHORIZATION: John G. Kines, Jr., County Administrator</b>	

### **220.1 General Provisions**

This policy establishes procedures by which County-owned laptops and portable-computing devices will be encrypted.

### **220.2 Procedure**

All County laptop computers, unless given specific exemption, are required to employ whole disk encryption in order to prevent the loss of sensitive information. Additionally, computers whose hard drives contain data that is deemed very sensitive and are in a location which physical security could easily be compromised are also required to employ whole disk encryption. The County Director of Information Technology is responsible for selecting the whole disk encryption systems and standards that are acceptable for use on County technology equipment.

This policy applies to all County of Prince George employees and volunteers who use and/or access County provided laptops and/or data. Department Directors are responsible for ensuring all “at risk” computers have whole disk encryption deployed on them.

### **220.3 Exemption**

A Department Director can apply for an exemption to this policy if there are extenuating circumstances, such as the laptop is in a test lab and is never used in a production environment and does not contain any County data. The application for exemption must be written and include the device serial number, the reason for the requested exemption and the signature of the requesting Department Director. The County Administrator must approve exemption requests.

Any device that is exempt from the whole disk encryption requirement must display some marking or label that clearly identifies the device as a device that does not use whole disk encryption and cannot be used to store County data.

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#### **220.4 Cost**

The cost of any hardware and/or software needed for whole disk encryption is the responsibility of the department utilizing the computer that is being protected.

#### **220.5 Distribution of the Computer Encryption Policy to County Employees; Employee Acknowledgement**

A copy of the Computer Encryption Policy shall be distributed to each County employee with an Employee Acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement form in the presence of a witness who shall also sign and date the Acknowledgement. The executed Employee Acknowledgement shall be returned to the Department of Human Resources for filing in the respective employee's personnel file.