



INFORMATION TECHNOLOGY

UNIVERSITY *of* WASHINGTON | TACOMA

UWT Data Protection Policy for Portable Devices

Rationale

According to Washington State Law RCW 42.17.31922 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=42.17.31922>), any State and local agency that owns or licenses computerized data that includes personal information shall disclose any breach of the security of the system following discovery or notification of the breach in the security of the data to any resident of this state whose unencrypted personal information was, or is reasonably believed to have been, acquired by an unauthorized person. The following policy addresses compliance issues related to the above State Law.

Scope

This policy only addresses encrypting data stored on a portable device, such that if the device is lost or stolen, the data are essentially useless to unauthorized users. It does not address the transmission of unencrypted data across a network, including reading or storing data from your desktop or portable device to/ from the network storage area.

The Policy

Every UW Tacoma employee is expected to store confidential data, human subjects research data or personally identifiable information as specified by Washington State Law RCW 42.17.31922, in the UW Tacoma network or a UW approved cloud storage. Every UW Tacoma employee has a network home directory (H drive) and departmental storage area (S drive).

If any UW Tacoma employee must move or copy confidential data, human subjects data or personally identifiable information as specified by Washington State Law RCW 42.17.31922 and/or UW Data classifications (<https://privacy.uw.edu/design/data-classifications/>), to portable devices from UW Tacoma network or UW approved cloud storage, the person has to provide encryption to protect the data stored on the portable device. The employee is expected to contact UW Tacoma Information Technology before placing confidential data, human subjects data or any other personally identifiable information onto any portable device. If necessary, UW Tacoma Information Technology will install, configure and train the employee on the use of the encryption software. (Note: Not all portable devices are capable of storing encrypted data, UW Tacoma Information will review with the users as required).