

# E-Mail Encryption Policy

## Introduction

The purpose of this policy is to define acceptable guidelines for sending e-mail containing confidential information. The transmission of Personally Identifiable Information (PII) or confidential information.

## Definitions

1. Personally Identifiable Information (PII) – The term “PII,” refers to information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.
2. Confidential Information - Privileged communication shared with only a few people for furthering certain purposes, such as with an attorney for a legal matter, or with a doctor for treatment of a disease. Receiver of confidential information is generally prohibited from using it to take advantage of the giver. Also called privileged information.

## Policy

1. When sending PII or Confidential Information via email you must use the encryption.
2. When sending encrypted e-mail must be marked "*Confidential*."
3. Employees shall not place PII or confidential information in the “Subject” line of any email message.
4. Employees shall not place PII or confidential information in an attachment, without encrypting the attachment. Key should not be included in the same email; being provided by phone or separate email.
5. Employees that receive PII or confidential information by email shall not reply to the message unless they utilize encryption or remove the PII or confidential PII information from the reply message.
6. Employees that receive PII or confidential information by email that is listed in the “Subject” line of the message will redact the information from the “Subject” line prior to replying and use encryption as appropriate.