

Data Security Guidelines

Data Breach Notification

In the ordinary course of business much citizen information is collected by agencies and stored electronically. Sometimes this information is subject to unauthorized disclosure due to a breach of security such as a stolen or lost laptop. Within the duties assigned to the Secretary of Technology under Executive Order 43 "Protecting the Security of Sensitive Individual Information in Executive Branch Operations", I am issuing guidelines for agencies to follow if unencrypted Commonwealth of Virginia personally identifiable information (PII) is subject to a breach in security resulting in unauthorized disclosure. See the following link:

<http://www.vita.virginia.gov/security/docs/DataBreachNotificationGuidelines.pdf>

Data Protection

To adequately protect sensitive data, I urge you to ensure all such data is stored on a network drive rather than a hard drive. If storage of sensitive data on a mobile device, including a laptop is necessary, make certain you, as the agency head, have approved in writing the business justification and mitigating logical and physical controls. See the [COV ITRM SEC501-01IT Security Standard, Section 6.2.2 #2](#). For those areas where you need the logical access protection of a hard drive provided through encryption, VITA will be providing an encryption service offering shortly.

Security Incident Reporting

As you know, the Code of Virginia Section 2.2-603.F requires you to report to the CIO any security incident, including a data breach, within 24 hours from when the department discovered or should have discovered the occurrence. To report an incident, please complete the [Computer Incident Reporting Form](#). You are strongly encouraged to contact Law Enforcement personnel as necessary.

Information Security Officer's (ISO) Advisory Group

And finally, I remind you that the Commonwealth has an active Information Security Officer's (ISO) Advisory group led by Chief Information Security Officer Peggy Ward. I ask that you please make certain you designate your ISO, and for large agencies, a back-up ISO by sending an email to VITASecurityServices@VITA.Virginia.Gov at your earliest convenience but not later than July 1. Not only will this action assist you in staying abreast of information security efforts and issues in the Commonwealth, it will also keep you in compliance with the IT Security Standard I mentioned earlier. This group has and will continue to be a vehicle for input on the policies, standards, guidelines and other security matters in the future.

Please contact your ISO, [Peggy Ward](#) at VITA or [Judy Napier](#) in the Office of the Secretary of Technology with any questions.