AHS Laptop/Portable Device Security Information Sheet

Here are rules for the road for laptop/portable devices such as USB flashdrives, iPods, CDs, DVDs, diskettes, and PDAs.

1. **Do not lose the laptop/portable device.**
   - Do not leave it in your car in plain view.
   - Do not leave it or the case containing it anywhere unattended.
   - Watch the laptop/portable device carefully when going through security at airports.
   - Lock it away from thieves at home.
   - Many hotels have safes (in room or at the front desk) which should be used to store the laptop/portable device if you need to leave it unattended.
   - Do not allow your laptop or portable device to be serviced or sent to surplus without IT consultation.

2. **Do not store confidential data on the laptop/portable device.**
   - Do not store information about clients on the local drive/portable device. Do not store:
     - Protected health information (HIPAA)
     - Financial information that could be used against clients or employees (Social security numbers, credit card numbers, bank account numbers, mother’s maiden name) and/or
     - Any other sensitive data.
   - Do not store full data sets (full database copies or extracts) on the laptop/portable device.
   - Do not store other files or email on the local drive/portable device that may contain any of the above protected or confidential information.

3. **If local storage of confidential data on the laptop/portable device is unavoidable and authorized, consult an IT person to help you maintain proper security.**
   - You will need written approval to do this from a senior manager detailing the reason and duration of this need.
   - IT will help you use encryption to safeguard the data.
   - IT will help you securely delete the data when your project is finished.

4. **Attach laptops to the network at least one time a month and leave on overnight to allow the laptop to receive regular automatic updates and security fixes. Your laptop needs:**
   - Anti-virus definition updates
   - Anti-spyware updates
   - Windows security updates/fixes and
   - Application software updates.

   **Keeping a laptop off the network for an extended period of time (avoiding the updates) will put your data at risk!**