

## 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!

