

**STATE OF VERMONT**  
**Agency of Human Services (AHS)**

Personal Equipment, Software, and Data	REVISION HISTORY:	Chapter/Number 5.10
	EFFECTIVE DATE: On signature	Attachments/Related Documents:
Authorizing Signature: <u><i>Cynthia D. LaWare</i></u> Date Signed: <u><i>12/30/08</i></u> Cynthia D. LaWare, Secretary, Agency of Human Services		

PURPOSE:

Computing hardware and software used for Agency business must be owned and managed by the Agency or through a specifically authorized contractor to ensure the confidentiality of Agency information resources and to avoid network availability issues resulting from improperly secured or malware infected devices on the state network.

BACKGROUND AND REFERENCES:

The Agency must control all computing assets operating in its environment to ensure efficient operations, disaster recovery, and data integrity. A variety of unnecessary system problems can be caused by installing personal computing devices, software, and files within the Agency's environment. AHS IT is required to limit possible exposure to viruses, loss of confidential information, and/or other negative consequences that can be unintentionally caused by unauthorized actions. The Agency is also required to ensure appropriate retention of computing assets, efficient use of storage and effective backups for disaster recovery. Accordingly, AHS IT restricts the computing hardware, software and files that are used within the Agency's environment to those acquired by the Agency or under the Agency authorization.

RELATED DOCUMENTS/STATUTORY REFERENCES:

The State of Vermont Personnel Policy and Procedures Manual, policy 11.7, "Electronic Communications and Internet Use" (<http://www.vermontpersonnel.org/employee/policy.php?id=pm117.htm>)

DEFINITIONS:

**Personally-owned equipment** Devices not owned or contracted for by AHS, including but not limited to desktops, laptops, tablets, printers, wireless access points/routers, personal digital assistants (PDAs), smart phones, and storage devices such as flash memory (USB flash drives, SD, MMC, XD, Compact Flash memory sticks), portable hard drives, and MP3 players.

**Personally-owned/obtained software** Application software that is not authorized, owned, or contracted by the Agency, including but not limited to commercially available software, shareware, freeware, and internet-hosted software applications such as internet-based office suites, file storage, and backup services that could be used to inappropriately store Agency data.

**Personally-owned files** Files or data not owned or contracted for by the Agency, including but not limited to personal music files, photo albums, and documents unrelated to an employee's job duties.

## SCOPE:

This document applies to all Agency Departments, Divisions and Offices hereafter referred to jointly as "department". This document also applies to contractors, business associates, and other authorized users of departmental information systems.

## STANDARDS:

Only computing equipment that is owned or leased by the Agency, or operated by individuals under a contract with the Agency that permits such equipment, shall be connected to AHS equipment or networks. Vendors or others requesting one-time access to the network for demonstration or training will work directly with the AHS IT Helpdesk to ensure the appropriate security controls are in place and documented before connecting to the network. Individuals and firms under contract or agreement with the Agency must provide details of connectivity requirements and meet all state and Agency security policies and requirements, and obtain written prior approval of the CIO before connecting to the network.

State equipment shall not be used for storage of personal data files. The Agency will follow Personnel Policy 11.7, section "Authorized Limited Personal Use"

<http://www.vermontpersonnel.org/employee/policy.php?id=pm117.htm>)

Personally-owned software and personally-obtained internet applications must not be installed or used to process or store sensitive information including but not limited to Electronic Protected Health Information (EPHI), Personally Identifiable Information (PII), and confidential data.

## COMPLIANCE:

It is the responsibility of the individual departments to ensure dissemination and review of this policy to all employees within their organizations and contractors, business associates, and other authorized users of departmental information systems, as appropriate.

## ENFORCEMENT:

The Office of the Secretary may initiate reviews, assessments or other means to ensure that policies, guidelines or standards are being followed. Violations of this policy will be treated like other allegations of wrongdoing at AHS. Allegations of misconduct will be handled according to established procedures. Further information can be found in the State of Vermont Personnel Policies and Procedures, and in the Collective Bargaining Agreements between the State of Vermont and VSEA.