SEA MAR COMMUNITY HEALTH CENTERS Seattle, Washington

TITLE: Laptop Computer Assignment, File Encryption Requirements. Number:

POLICY

It is the policy of Sea Mar Community Health Centers that laptop computers will be used in a manner that protects information on them and also protects the laptop itself. This policy applies to company-owned laptops assigned for temporary "checkout" or long-term assignment. Assignment of a laptop is a privilege that requires responsibility, reasonable care and maintenance.

POLICY STATEMENTS

- 1) Employees who are assigned a laptop must accept and sign their acknowledgement of this responsibility and their understanding and agreement with this policy.
 - A. Long-term assignment
 - 1. IT will maintain a log of all laptop devices by serial number, the date they were deployed, who they were deployed to, and the return date upon termination.

DEPARTMENT: Administration

- 2. Any transfers of laptop devices between staff members after assignment was made, needs to be reported to and approved by IT prior to the change.
- 3. IT will sort this log by site and disseminate it to each department head on an annual basis for inventory and reconciliation purposes. All discrepancies will be investigated and resolved per this policy.
- B. Temporary Assignment
 - 1. The clinic/program manager or their supervisory designee will be responsible for temporarily assigning the use of laptops to their staff on a daily basis.
 - 2. They will maintain a daily log for each laptop including: the serial number, the date and time it was assigned, the full, printed name and signature of the person it was assigned to, the time it was returned, and the supervisor's signature verifying it was returned and accounted for. Please use Attachment 1.
 - 3. All laptop devices must be accounted for at the beginning and end of each day as verified by the program/clinic manager or their supervisory designee. All discrepancies will be immediately investigated and resolved per this policy.
 - 4. All unused laptop devices and overnight storage of laptop devices will be maintained in a secure and locked area with access restricted to the clinic/program manager and one back up supervisory designee only.
 - 5. The program/clinic manager or their supervisory designee will be held accountable for upholding all steps in this process.
- 2) Usage of the laptop must conform to all company policies and is restricted to use by Sea Mar's employees for Sea Mar's business use only.

- 3) The "My Documents" folder, and all company data stored on the laptop must be encrypted using the Windows operating system encryption function or WINZIP.
- 4) Data removed from the computer must be encrypted using WINZIP or a similar tool that provides a minimum of 128bit encryption.
- 5) The Sea Mar Help Desk will review folder encryption on a periodic basis to ensure compliance. All company data on a laptop must be backed up by the user up to the Sea Mar network folders at least weekly. Our recommendation is that no data be stored on the Laptop or Tablet and all data be accessed from the network shared folders.
- 6) Loss, theft or damage of a laptop must be immediately reported by phone or email to Sea Mar's IT department as soon as it is discovered. A written report must be provided to the IT Director within 48 hours of the incident. The employee must participate in all internal and external investigations regarding the incident. If the loss, theft or damage is found to be due to the employee's negligence, the employee may be required to pay the repair cost or remaining laptop value. Remaining laptop value will be based on the original purchase price, reduced each year on the anniversary of the purchase date: 75% in the first year, 50% in the second year, and 25% in the third year.
- 7) If the employee fails to reimburse the company within 30 days of the request the cost will be deducted from their pay, including final pay or Paid Time Off accruals. Examples of negligence for the purpose of this policy include, but are not limited to: Laptop left in plain site inside a vehicle. Laptop left unattended and unsecured in an unlocked facility or vehicle. Laptop transported as checked luggage while traveling, unless required by security regulations. Laptop dropped or exposed to water or spilled liquid.
- 8) Upon resignation or termination of employee, the laptop must be returned within 24 hours of final employment date, or the current replacement cost of a standard company laptop will be deducted from the employee's final paycheck or other payments due at time of termination.

ACKNOWLEDGMENT

I have read and understand Sea Mar's Laptop Usage policy. If requested to reimburse Sea Mar due to loss, theft, damage or failure to return a laptop as outlined in this policy, I authorize Sea Mar to deduct the amount due from any wages it owes me, including payments due upon termination of employment, including Paid Time Off accruals. If the amount in question is greater than the amount owed me, I agree to pay the difference to Sea Mar on demand.

Print Name	
Signature	Date

Effective Date: December 11, 2006
Authorized By: EMR Steering Committee
Source: EMR Steering Committee

Revision Number: Original Revision Date: Original