



# STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: <b>Laptop Encryption</b>	AUTHORIZED BY: <b>Dan Ross Chief Information Officer</b>
POLICY : ITPS - 001	PAGE: Page 1 of 2
ISSUED: 10/27/2008	REVISED:
<b>Category:</b> Information Technology Security	<b>Originating Unit:</b> OA ITSD ISMO

## I. General Statement

The purpose of this policy is to establish the proper deployment of whole disk encryption on state owned laptop and other portable computers. Unauthorized access to or release of information from such a device would place the citizens of the state at undo risk or cause embarrassment to the State of Missouri.

## II. Background

Portable computers have become useful tools to meet the business needs of the State of Missouri. However, these devices are especially susceptible to loss, theft, and the distribution of malicious software because they are easily portable and can be used in a variety of environments. Therefore, it is necessary to address data encryption to protect state information resources that reside on these portable devices.

## III. Applicability

Given the difficulty in determining what information contained on a computer system has the potential to damage the state, all information must be protected until specifically determined otherwise. Examples of information that may be exploited include personal identifiable data or the process utilized to connect to the state network. Add the mobile aspect of a portable computer and the risk for exposure dramatically increases. Given the inherent vulnerability of portable computers, it is mandatory that all state owned portable computers employ encryption, except as otherwise provided for in this policy.

## IV. Responsibility

Agencies shall:

- Report lost or stolen portable computers to the appropriate authorities including the department director, the agency IT director and law enforcement if deemed necessary by the department.



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- Assure portable computers are available to receive license synchronization at least once every 30 days. This is also recommended to facilitate current security fixes, patches, and anti-virus updates.
- Educate users on the need to avoid leaving portable computers unsecured. If they must be left in a vehicle, they should be locked in the trunk.
- Educate all users on the importance of data security; especially those utilizing a mobile computing environment.

Information Technology Staff Members shall:

- Deploy the encryption software in accordance with the manufacturer's recommendations and the agency's information technology deployment procedures.

## V. Compliance

All personnel assigned state owned laptop or other portable computers are required to comply with this policy. When portable computers are decommissioned the encryption license will be removed and made available for use on another system.

Requests for a variance to this policy must be submitted by the department director of the requesting agency to the State of Missouri's Chief Information Officer. The following information must be included in the variance request:

- Description of the laptop computer and its use
- Rationale or business case for not encrypting the laptop computer
- Rationale or business case for other variances to this policy such as, not receiving current security fixes, patches or anti-virus updates
- Benefits or costs associated with this request

Variances must be re-submitted on an annual basis.