

A. EFFECTIVE DATE :	January 10, 2017
B. PURPOSE :	To protect the confidentiality and privacy of all confidential data when transmitted as an electronic communication.
C. POLICY :	Only use of UConn Health–approved electronic communication services and encryption technologies are allowed when transmitting confidential data outside of the UConn Health network.
D. SCOPE :	This policy applies to all UConn Health Employees, Faculty, Students, Residents, or other affiliates who have been assigned access to UConn Health confidential data. This policy applies only to electronic communications in their electronic form. This policy does not apply to printed copies of electronic communications, or faxes.
E. DEFINITIONS :	<p>Confidential data – see UConn Health Policy 2003-31, Data Classification and Use Policy (Privacy & Security of Electronic Information).</p> <p>Electronic Communication is any communication created, sent, forwarded, replied to, transmitted, stored, copied, downloaded, displayed, viewed, or read by means of electronic networks or computer systems, which may include, but is not limited to:</p> <ul style="list-style-type: none"> • Email • Text (SMS, MMS) messaging • Instant messaging • File Transfer • Cloud services • Social networking • Blogging • Electronic bulletin boards, listservs, and newsgroups <p>Encryption means the use of a process, or software, which alters information using a code or mathematical algorithm so as to be unintelligible to unauthorized readers.</p>
F. PROCEDURE :	<p>ONLY the following approved mechanisms may be used by anyone transmitting confidential data as an electronic communication:</p> <ol style="list-style-type: none"> 1. UConn Health Email for all UConn Health and/or UConn agency business. (including communications with patients / research participants – see policy 2012-01) 2. You may send PHI by email to non-UConn Health clinicians or collaborators only if: <ol style="list-style-type: none"> a. The information must be communicated in an urgent or timely manner and b. UConn Health Secure Email is used. 3. The only approved technology for text (SMS, MMS) messaging is: <ol style="list-style-type: none"> a. Voalte Personal Communicator b. TigerText application

	<p>c. For patient appointment reminders only using UConn Health-approved technology</p> <p>4. The only approved instant messenger technology is UConn Health Skype for Business (formerly Lync).</p>
G. ATTACHMENTS :	Guidelines for Outlook Email Encryption
H. STAKEHOLDER(S) :	1. Chief Executive Officer, Executive Vice President of Health Affairs
I. REFERENCES :	#2012-01 Email communication with Patients / Research Participants #2003-31 Data Classification and Use Policy (Privacy & Security of Electronic Information) #2007-07 Information Technology Computer Use Policy #2011-02 UCHC Information Security - Acceptable Use #2011-03 UCHC Information Security - Systems Access Control
J. SEARCH WORDS :	Encryption; Email; Text; SMS; MMS; Instant messaging; IM; File Transfer; FTP; Cloud services; Cloud; Social networking; Blogging
K. REVIEWED BY :	<p>1. <u>Michael Catrini (Signed)</u> <u>2/21/17</u> Michael Catrini Date Interim Information Security Officer</p> <p>2. <u>Iris Mauriello (Signed)</u> <u>2/10/17</u> Iris Mauriello Date Compliance Integrity Privacy Officer</p>
L. APPROVED BY :	<p>1. <u>Andrew Agwunobi (Signed)</u> <u>2/23/17</u> Andrew Agwunobi M.D., M.B.A. Date Chief Executive Officer Executive Vice President for Health Affairs</p>
M. REVISION HISTORY :	<p>1. New Policy 7/12/11</p> <p>2. Approved Revisions 02/17/15, 1/10/17</p>