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TO: PROJECT COORDINATORS
NETWORK FOR A HEALTHY CALIFORNIA (NETWORK)

SUBJECT: PROGRAM LETTER #08-05
STATE COMPUTER AND MOBILE DEVICE INFORMATION
TECHNOLOGY (IT) SECURITY POLICY UPDATE

STATE SECURITY SOFTWARE POLICY

This letter is a follow up to Program Letter (PL) #08-04 and is to clarify the California Department of Public Health (CDPH) computer and mobile device IT security policy. As a reminder, information on computers and mobile IT devices purchased by local agencies through CDPH contracts is considered sensitive and therefore is subject to State IT security requirements, including encryption. Adhering to state-approved software standards will ensure that personal and confidential data are secured using current State standards. Only state-approved anti-virus and encryption software standards may be used. Please remember that it is also the responsibility of the contractor to ensure that subcontractors and consultants also follow the required State security standards.

Contractors may request exceptions to the State computer and mobile IT device policy. All exceptions must be reviewed and approved by the CDPH Information Security Office (ISO). The following examples may be allowed with CDPH ISO approval:

- Computers or computer networks installed with XP operating system (OS).
- Computers or computer networks installed with Vista OS.
- Older computers using XP OS that are unable to run the state-provided security compact disc (CD). In this case, these computers may be re-imaged. If re-imaging is not successful, contractors will need to purchase a new computer. Contractors may use *Network* funds to purchase a new computer, but costs must be prorated according to the *Network* full-time equivalent (FTE) percentage of the employee(s) using the equipment.

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- Contractors that have Apple computers are required to purchase Encryption Plus software once it is available in early 2009.

In order to request exception to the State computer and mobile IT device policy, contractors should contact the Contractor Encryption Help Desk **by November 15, 2008.**

Contractors should provide the following information to the Help Desk:

- Current encryption software
- Current anti-virus program

All exception requests will be reviewed as soon as possible by the CDPH ISO, and contractors will be contacted with a final response. The Help Desk can be contacted at (916) 445-0682 or cpnsitrequest@cdph.ca.gov.

ABOUT FUTURE COMPUTER AND MOBILE DEVICE PURCHASES

As a reminder, all computers and mobile IT devices purchased on or after August 25, 2008 (the date of PL #08-04) are required to have Symantec Anti-Virus software and Encryption Plus Hard Disk software installed, as well as other physical security equipment, such as cables or locks. The Encryption Plus Hard Disk software is required to have administrative usernames and passwords. Contractors may use *Network* funds to purchase licenses and software for these applications, but costs must be prorated according to the *Network* FTE percentage of the employee(s) using the equipment.

ABOUT COMPUTERS AND MOBILE IT DEVICES THAT WERE NOT PURCHASED WITH STATE FUNDS

For computers and mobile IT devices used for *Network* business but not purchased with *Network* funds, contractors must ensure that personal and confidential data are secured using State standards. Contractors will be contacted in the future and asked to provide the *Network* with a list of computers not purchased with *Network* funds, if applicable.

Please send all security exception requests to the Contractor Encryption Help Desk at (916) 445-0682 or cpnsitrequest@cdph.ca.gov.



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