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California Department of Public Health



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

SUBJECT: PROGRAM LETTER 09-03
STATE COMPUTER AND MOBILE DEVICE INFORMATION
TECHNOLOGY (IT) SECURITY POLICY UPDATE

INSTALLATION OF SECURITY SOFTWARE

This letter is to inform contractors that the compact disc (CD) containing anti-virus, encryption, warning banner, firewall, and Windows update software sent to all contractors on or about August 15, 2008, should be properly destroyed, and the *Network* will release a replacement CD within the next 30 days.

Please note that the replacement CD should only be installed on IBM-compatible computers running the XP Operating System. **For contractors using VISTA or other Operating Systems, the State-provided security CD should not be used. Instead, please contact the Contractor Encryption Help Desk immediately for alternative instructions.** The Help Desk can be contacted by phone at (916) 445-0682 or by e-mail at CDICencryption@cdph.ca.gov.

- If you have already installed the original CD on IBM-compatible computers running the XP Operating System, then please contact the Encryption/Decrypt Help Desk by phone at (916) 319-9100 or by e-mail at CDICencryption@cdph.ca.gov when you receive the replacement CD.
- For those contractors who have not yet encrypted their IBM-compatible computers running the XP Operating System, please contact the Help Desk by phone at (916) 445-0682 or by e-mail at CDICencryption@cdph.ca.gov when you receive the replacement CD.

Installation of this State-approved software will ensure personal and confidential data are secured using current State standards. All computers used to conduct State business must have encryption and anti-virus software installed. This includes computers and/or mobile IT devices that are purchased with *Network* funds, as well

as those that are donated, gifted, and/or transferred to contractors. Please remember it is also the responsibility of the contractor to ensure that subcontractors and consultants under its charge install the required security software.

Contractors may request exceptions to the State computer and mobile IT device policy. All exceptions must be reviewed and approved by the California Department of Public Health (CDPH) Information Security Office (ISO). In order to request exception to the State computer and mobile IT device policy, contractors should contact the Contractor Encryption Help Desk by June 1, 2009.

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) 449-5730 or by e-mail at CDICencryption@cdph.ca.gov.

REMINDER OF PHYSICAL SECURITY REQUIREMENTS

The following security requirements are being provided as a reminder to all *Network Contractors*.

- Mobile devices shall not be left unattended at any time. When taken off the worksite premises, mobile devices shall not be separated for contractor at airports, automobiles, or restaurants.
- If the mobile device is left unattended in a hotel room, the contractor is required to lock the device securely, or cable it to a hard-to-move or immovable object.
- When a mobile device is transported, it should not be left in the trunk of a car, but rather kept inside the locked home or hotel room.

We are here to assist you and to ensure that you successfully implement this policy. If you have any questions, please do not hesitate to contact you assigned *Network Contract Manager*.



Neal D. Kohatsu, MD, MPH, Chief
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