

## **Protecting Confidential Information in Digital Format**

St. Michael's Hospital Confidential Information in digital format (such as, Personal Health Information, Personal Information and Corporate Confidential Information) must be securely stored and handled in order to comply with the law (PHIPA, FIPPA, etc.), and to safeguard St. Michael's Hospital's business interest and reputation.

Confidential Information (CI) can be stored unencrypted only if it is continuously kept under dual lock on SMH premises or when it is stored in the SMH Data Centres. Devices like USB memory keys, DVDs, hard disk enclosures and other vulnerable devices must be encrypted with Bitlocker and with a strong password that is securely maintained.

SMH CI must never be communicated or exchanged over unsecure/unapproved channels (such as SMS, Skype, WhatsApp, etc.). SMH CI must never be stored on smart phones, tablets or computers that are not managed by SMH, or in the cloud (Yahoo mail, Google mail, Google Drive, Amazon, Box, Dropbox, etc.).

Encrypted devices and media containing SMH Confidential Information in transit must be physically secured and never left unattended at unsafe locations.

For all the details regarding protecting SMH Confidential Information, please consult the "Secure Handling of Confidential Information in Digital Format" policy.

Everyone engaged or affiliated with SMH must adhere or comply with this policy referenced below, and with all the SMH policies and procedures.

All SMH Policies can be accessed through the SMH intranet portal, or directly on the SMH Corporate Policies & Procedures System (CPPS).

### **Secure Handling of Confidential Information in Digital Format Policy:**

<http://cpps/Default.aspx?cid=445&lang=1>

### **Information Security Policy:**

<http://cpps/Default.aspx?cid=1549&lang=1>

For clarifications regarding security and privacy topics, please contact your direct supervisor or the next-level of management and/or Information Privacy and Access (ext. 6088) for an authorized response to the inquiry.

(dp/July 4<sup>th</sup> 2016)