

**MICHIGAN STATE UNIVERSITY
HEALTH INFORMATION TECHNOLOGY
POLICIES/PROCEDURES**

SUBJECT:	Transfer of Sensitive Data	NO: IS- 12
SCOPE:	Health Information Technology Faculty, Staff and Contract Users	Page 1 of 1
AUTHOR:	JJ Strieff, Linda Losik	INITIAL REVIEW REQUIRED BY:
FINAL APPROVAL: Jerry Aubert, CIO		
EFFECTIVE DATE: 10/2007		REVIEW DATE: 10/2008
KEYWORDS:		

POLICY STATEMENT

It is the policy of Health Information Technology that no sensitive information be transmitted via an unsecured method whether via email, or to any external storage device. This includes, but is not limited to, Protected Health Information (PHI), Credit Card data (PCI) or any other sensitive data as listed in the University Policy (<http://computing.msu.edu/msd/>) or covered by Michigan law (<http://www.legislature.mi.gov/documents/2005-2006/publicact/pdf/2006-PA-0566.pdf>).

PROCEDURE

Any violation of this policy may be turned over to the proper authorities for criminal or civil actions.