Guidelines for Determining Exemption from Encryption

Only laptops which will never contain confidential or sensitive data may be considered for exemption.

**Confidential Data** is information protected by statutes, regulations, UMMC policies or contractual language. Managers may also designate data as Confidential.

By way of illustration only, some examples of Confidential Data include:
- Medical records
- Student records and other non-public student data
- Social Security Numbers
- Personnel and/or payroll or records
- Any data identified by government regulation to be treated as confidential, or sealed by order of a court of competent jurisdiction.

**Sensitive Data** is information that must be guarded due to proprietary, ethical or privacy considerations and must be protected from unauthorized access, modification, transmission, storage or other use. This excludes “non-human” data. This classification applies even though there may not be a civil statute requiring this protection. Sensitive Data is information that is restricted to members of the UMMC community who have a legitimate purpose for accessing such data.

By way of illustration only, some examples of Sensitive Data include:
- Employment data
- UMMC partner or sponsor information where no more restrictive confidentiality agreement exists

Any laptop computer that accesses and has the capability to store data from the following UMMC enterprise software must be encrypted.

1. Epic (or anything interfaced with Epic)
2. Lawson
3. Blackboard
4. Meditech
5. Invision
6. Signature
7. ISite
8. Intellidose
9. IntensiView
10. Xtender
11. Any application/system that helps with patient care.

Examples of Exemptions include:
1. Laptop computers used in student computer labs or in training initiatives are automatically wiped of data upon logout of boot.
2. Laptop computers used for real time collection or transport of research raw data.
3. Laptop computers used in the development of operating system level functionality where no sensitive data is stored.

See UMMC Data Classification Policy for further description of the management of confidential & sensitive data.