

**STATE OF VERMONT**  
**Agency of Administration**

<b>POLICY</b>  <b>STC</b>  <b>State Technology Collaborative</b>	<b>ORIGINAL POLICY ADOPTED BY STC</b>  <b>DATE: 2/8/07</b>	<b>ORIGINAL POLICY NUMBER</b>
	<b>EFFECTIVE DATE</b>  <b>2/8/07</b>	<b>ASSOCIATED DOCUMENTS</b>  Password Policy

**STATUTORY REFERENCE  
OR OTHER AUTHORITY:**

**APPROVAL DATE:**            **2/8/07**  
**APPROVED BY:**            Secretary of Administration

**POLICY TITLE:**            Data Protection

**PURPOSE:**                To provide the guidelines and relative information regarding the protection of data as a State information asset. Data protection includes the safeguards and preventative measures taken to ensure the State's electronically stored data files are kept on devices that are physically secured and backed up to reliable sources and to guard the data against malicious intent, unauthorized access, modification or theft.

**SCOPE:**                    This policy is intended for all State employees who, as part of their job, are responsible for the maintenance, operation and/or transportation of devices containing electronic data belonging to the State of Vermont. Such devices include (but are not limited to) computers, laptops, handheld devices (i.e. Palm's™, Blackberry's™, cell phones, etc), file servers, and data storage hardware (i.e. thumb drives, external hard disks, iPODS™, disk arrays, NAS, SAN, etc.) and removable media (i.e. floppy disks, backup tapes, CD, DVDs jaz/zip disks, etc).

While the handling, storage, and recycling/shredding of State data in paper form also requires appropriate protection, specific reference to paper is not included in the scope of this policy.

For the purpose of this policy “non-State owned devices” are defined as devices not directly owned by the State but used in the conduct of State business to fulfill services specified in contractual or other binding relationships with the State. For the purpose of this policy, “non-State employees” are defined as individuals conducting business or providing services on behalf of the State through contractual or other binding relationships.

**POLICY STATEMENT:**

It is the policy of the State of Vermont that all devices containing state data should be protected from any unauthorized access, modification or loss. This also applies to State data developed on or copied to devices not owned by the State of Vermont. It is the responsibility of all State employees to uphold this policy. That includes the responsibility for those who manage relationships with non-state employees or entities with access to state data. To that end, when entering agreements with contractors, grantees, grantors, or volunteers who may have access to state data or state-owned devices, responsible state employees must ensure that agreements include appropriate language and/or disclosure agreements that impose an obligation consistent with this policy.

**COMPLIANCE:**

Data will be protected to the standards outlined in the State of Vermont Data Protection Standard. Violations of this policy may subject the responsible employees to corrective action and/or discipline under the collective bargaining agreements between the Vermont State Employees' Association, Inc. and the State of Vermont, as applicable, or under other applicable policies or standards as may apply to employees not included in a collective bargaining unit.

**ISSUING ENTITY:**

Office of the Secretary, Agency of Administration

**APPROVED:**

\_\_\_\_\_  
Secretary of Administration                      \_\_\_\_\_  
Date