

**BOARD OF COUNTY COMMISSIONERS
MONTROSE COUNTY**

**RESOLUTION # 15-2015
AMENDING THE MONTROSE COUNTY INFORMATION TECHNOLOGY USER
SECURITY POLICY**

WHEREAS, the Board of County Commissioners adopted Resolution No. 16-2012 establishing the Montrose County Information Technology User Security Policy; and

WHEREAS, the current Policy provides that no County emails may be sent that contain confidential health and/or medical information; and

WHEREAS, certain confidential health and/or medical information is required to be sent by email as a legitimate part of County business; and

WHEREAS, the County has implemented an encrypted email system for those required to send such confidential information; and

WHEREAS, the Board of County Commissioners has determined it necessary to amend the Montrose County Information Technology User Security Policy to allow for the sending of confidential information with encryption by specified positions within the County.

NOW, THEREFORE, BE IT RESOLVED BY THE MONTROSE COUNTY BOARD OF COUNTY COMMISSIONERS THAT:

Section 1. Paragraphs 7.2.9 and 8.2.4 and Appendix B of the Montrose County Information Technology User Security Policy are hereby amended as follows:

"7.2.9: Remember that email is the electronic equivalent of a postcard and that it shall not be used to transmit sensitive information especially as it relates Private Health Information and in accordance with HIPAA regulations. Exceptions to this rule shall apply to information provided as a part of the functions of Human Services and County Attorney's Office employees. Such email containing Private Health Information and/or information covered by HIPAA shall be encrypted prior to being sent."

"8.2.6 Distribution outside of Montrose County: Election distribution of protected information is prohibited, except in the case of Human Services and County Attorney's Office employees during the course of regular business, which distribution shall be subject to encryption at all times."

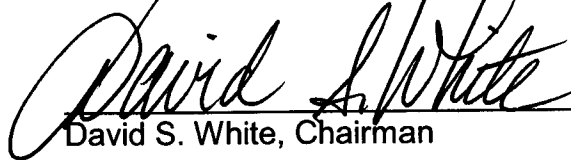
"Appendix B Quick Reference Guide

Email Handling/Restrictions: The use of email at the County is intended as a business tool. It serves as a fast, efficient way to communicate. Email should be treated like any other company record. Remember, email is like a postcard and anyone can read its contents along the delivery route. Email should not be used to transmit sensitive information as it relates to Private Health Information and in accordance with HIPAA regulations. **Exceptions include Human Services and County Attorney's Office employees and such information shall be encrypted prior to distribution."**

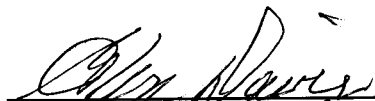
Section 2. This resolution shall become effective immediately upon its approval and adoption.

APPROVED AND ADOPTED on this the 20th day of April,
2015.

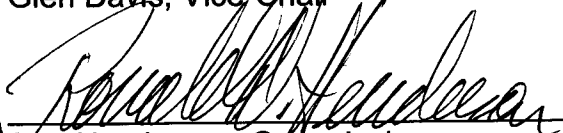
MONTROSE COUNTY, COLORADO
BOARD OF COUNTY COMMISSIONERS



David S. White, Chairman



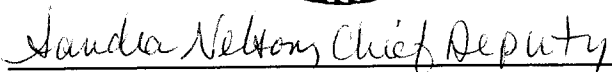
Glen Davis, Vice-Chair



Ron Henderson, Commissioner



ATTEST:



for Marie Simons, Deputy Clerk to the Board