PRIVACY & SECURITY INFORMATION NOTICE

RAISING AWARENESS ABOUT THE IMPORTANCE OF PROTECTING THE PRIVACY & SECURITY OF SENSITIVE INFORMATION

County Email Use

Item No. HHSA-F-3

The County provides Email to its employees in support of County services and programs. Please read the Agency Email policy on what is permissible and what is not when using County Email.
http://hhsa_intranet.co.san-diego.ca.us/policy/mpp/f/f3.pdf

The following are examples of some of the Email policy statements:

1. County Email is to be used for business or work related purposes.

2. Sending and/or further acceptance of obscene, harassing, disparaging, pornographic, threatening or offensive messages is prohibited.

3. The use of personal Email accounts (e.g. Yahoo, Hotmail, Cox) via the County Internet is prohibited without prior approval from the HHSA Group Information Technology Manager

4. Email communication or attachments containing confidential or sensitive information must not be transmitted over the Internet unless a County approved encryption tool is used.

5. If you receive Email from a third party that contains questions, inquiries, or requests deemed to be confidential or sensitive information, do not reply to that original email. Instead, create a new Email to reply and inform the sender that further discussion will be made through another method of communication. (e.g. telephone call, in person, mail, fax).

6. Broadcasting solicited or unsolicited personal views on social, political, religious, or non-business related matters are prohibited whether the Email is sent internally or externally from the County's Email system to County users.

7. Do not give out your County Email address to receive non-work related Email and/or attachments.

8. Do not open Email from unknown senders or when the subject line looks suspicious. Delete spam Email.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:

Pilar Miranda, HHSA Information Security Manager
(619) 338-2806
Pilar.Miranda@sdcounty.ca.gov

HHSA Information Technology Division

5/16/08