



TITLE	POLICY NUMBER	
Email Encryption	DCS 05-20	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
DCS Information Technology	July 2, 2018	1

I. POLICY STATEMENT

The purpose of this policy is to ensure all Department of Child Safety (DCS) emails containing confidential information are properly secured in transit using encryption.

II. APPLICABILITY

This policy applies to all DCS information systems, processes, operations, and personnel to include all employees, contractors, interns, volunteers, external partners and their respective programs and operations.

III. AUTHORITY

[HIPAA Administrative Simplification, Security and Privacy, 45 CFR Part 164, March 2013.](#)

[IRS Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies, Revision 9-2016.](#)

[NIST 800-53 Rev. 5, Security and Privacy Controls for Information Systems and Organizations, September 2020.](#)

IV. DEFINITIONS

Department or DCS: The Arizona Department of Child Safety.

V. POLICY

- A. All electronic mail (email) transmissions (send, reply, forward) containing DCS confidential information that is transmitted outside of DCS information systems must be encrypted regardless of the recipient.
- B. If the specific categorization of information is unknown, then the information and the email shall be treated as “confidential” and encrypted when transmitted.