



Title VSCS_Secure_Email_Transmissions_Policy	Policy ID: 617-1	
	Version: 1.0	Date: 11/28/2018

1. Purpose

- 1.1. This policy defines the essential rules regarding sending protected, private, or regulated data at Vermont State Colleges when it is otherwise permitted to be transmitted via email.

2. Scope

- 2.1. This policy applies to all faculty and staff.

3. Policy

- 3.1. When there is a legitimate business need to send data that is protected, private, or regulated via email, steps must be taken to ensure that the information is protected in transit (how the email is transmitted) regardless of the recipient. This means the information must be protected when it is sent to both VSC and non-VSC recipients.
- 3.2. The information sent via email may only be sent when the recipient has been verified and when both the sender and the recipient have a legitimate business need to view the information.
- 3.3. Payment card information to be taken as a payment for any goods or business payable to the Vermont State Colleges System may NOT be transmitted via email at any time.
- 3.4. A VSCS-owned payment card used to make purchases on behalf of or for the VSCS may be sent via electronic mail transmission, however, it is required to ensure that the recipient is PCI Compliant before conducting payments in this manner.
- 3.5. Procedures for sending the information via email are referenced in 617-1a_VSC_Secure_Email_Transmissions_Procedure

4. References

- 4.1. 617-1a_VSC_Secure_Email_Transmissions_Procedure

5. Definitions

- 5.1. VSC – Vermont State Colleges

6. Revisions

Date	Revision	Approval	Signature
11/28/2018	Original Draft		M. Knapp
12/14/2018	Edits		M. Knapp
01/09/2019		ITC Approval	G. Malinowski
01/14/2019		CIO Approval	K. Conroy