Title	Policy ID:
VSCS_Secure_Email_Transmissions_Procedure	**617a-1**
	Version: **1.0** / Date: **11/28/2018**

1. Purpose

1.1. This procedure defines the steps all VSC faculty and staff should take when sending protected, private, or regulated data to any recipient.

2. Scope

2.1. This policy applies to all faculty and staff.

3. Procedure

3.1. Determine if there is a legitimate business need to send the information via email. Protected, private, and regulated data may only be shared with individuals who are authorized to view and/or receive such information.

3.2. Ensure that the recipient is the intended recipient and that they are aware that the information is being sent to them via email.

3.3. Email sent from a VSC email address to another VSC email address is considered secure.

3.4. If an email is being sent from a VSC email address to a non-VSC email address, you can use Microsoft encryption to secure the information. To do this, type the phrase "VSCSECURE" in the subject line without the quotation marks. DO NOT put any protected, private, or regulated data in the subject line, as this will not be protected during transmission. This triggers o365 email encryption which encrypts the message. By default, o365 email in transit uses Transport Layer Security to encrypt the connection from sender to recipient. This method does not currently work for email transmissions from a VSC email address to another VSC email address.

3.4.1."To view encrypted messages, recipients can either get a one-time passcode, sign in with a Microsoft account, or sign in with a work or school account associated with Office 365. Recipients can also send encrypted replies. " https://docs.microsoft.com/en-us/office365/securitycompliance/email-encryption

3.5. Alternatively, for any email sent from a VSC email address to any other email address, both VSC and non-VSC, the ZendTo service can be used. This method is also acceptable for larger files that surpass Office 365 file size limitations.

3.5.1. ZendTo can be accessed at https://zendto.vsc.edu/ with VSC credentials.

3.5.2. From ZendTo, emails can be dropped off to be sent securely, or picked up if someone has sent a message to your VSC email account.

3.5.3. Files containing protected, private, or regulated data should be encrypted before being sent.

3.5.4. Please refer to section 4.4 for information about ZendTo security.

4. References

4.1. 617-1_VSC_Secure_Email_Transmissions_Policy
4.2. https://docs.microsoft.com/en-us/office365/securitycompliance/email-encryption
4.3. https://zendto.vsc.edu/
4.4. https://zendto.vsc.edu/security.php

5. Definitions

5.1. VSC – Vermont State Colleges
5.2. Encryption - the process of converting information or data into a code, especially to prevent unauthorized access.

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