



State of Illinois

Department of Central Management Services

# LAPTOP DATA ENCRYPTION POLICY

Effective December 1, 2007

State of Illinois  
Department of Central Management Services  
Bureau of Communication and Computer Services

**LAPTOP DATA ENCRYPTION POLICY**

Effective December 1, 2007

Version 1.1

Revised January 01, 2010

*APPROVAL SHEET*

CMS Director:

  
James P Sledge

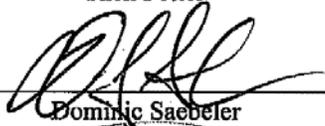
Date: 12-23-09

CMS/BCCS Deputy Director:

  
Rich Fetter

Date: 12-23-09

CMS/BCCS Deputy General Counsel:

  
Dominic Saebeler

Date: 12-23-09

CMS/BCCS Chief Information  
Security Officer:

  
Rafael Diaz

Date: 12/22/09

Please Return to: CMS/BCCS  
Chief Information Security Office  
120 W. Jefferson  
Springfield, IL 62702  
Thank You.

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**POLICY STATEMENT**

This document defines data encryption for State-wide laptop computers.

**PURPOSE**

The purpose of the Data Encryption policy is to ensure all sensitive and confidential information that is stored on a state owned mobile digital device is encrypted using CMS strong encryption software.

**SCOPE**

This policy applies to all sensitive and confidential data generated, accessed, transmitted or stored on state owned mobile computing devices. Other information may be encrypted at the discretion of the data owner who is responsible for the information.

This policy applies only to laptop computers. Subsequent policy releases will address other mobile digital devices.

**DEFINITIONS**

The following terms are used in this policy. Additional terms may be used and can be found in the BCCS Terminology Glossary document located at the BCCS Web site [bccs.illinois.gov](http://bccs.illinois.gov).

1. Encryption - The process of transforming information to make it unreadable to anyone except those possessing a key.
2. Laptop – A portable, usually battery-operated Personal Computer, small enough to rest on a user’s lap.

**RESPONSIBILITY**

It is the responsibility of staff to familiarize themselves with this policy and to follow this policy and any corresponding procedures.

Agency IT Staff - It is the responsibility of Agency IT staff to familiarize themselves with this policy and to follow this policy and any corresponding procedures.

**POLICY**

1. All new laptops issued must be equipped with full-disk encryption.
2. Encryption of existing laptops is at the discretion of each Agency.
3. Only encryption products approved by BCCS and configured according to standards set by BCCS may be used. It is a violation of this policy for users to encrypt state information with any other products/tools.

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4. It is a violation of policy for anyone to attempt to bypass, to penetrate, to alter the configuration of, or to otherwise affect the operation of any encrypted laptop hard drive(s).