

## **For the Managed Information System & E-mail**

### **Security Policy**

The following standards must be adhered to when utilizing or accessing the Anchor Family Services Inc Managed Information System (MIS).

#### **User ID's and Passwords:**

- All Passwords are encrypted in the MIS.
- No one has access to view anyone's Password.
- User ID's and Passwords are considered private to each individual Anchor Family Services Inc employee/foster parent. They are NOT to be shared among any staff/foster parent.
- Passwords Must be:
  - At least 6 characters long
  - Contain at least 1 numerical value
  - Contain at least 1 Capital letter
- You should NEVER use a significant date of birth or name as your password.
- Passwords should be changed quarterly by each individual staff member/foster parent.

#### **User Sessions**

When a Anchor Family Services Inc employee/foster parent is logged into the MIS, the following actions should occur:

- If you have to walk away from your computer (but you are returning immediately) and your session is still active, you must Minimize your session so that the system does not appear open on your desktop.
- If you are leaving your computer for more than 10 minutes, you must log out of the system.

#### **Printing information**

- Any information that is printed out of the MIS must be retrieved off the printer immediately as to not leave confidential client data left on the printer.

#### **Sending and Receiving E-mails**

E-mail is not considered a secure transaction, and therefore the following measures are put in place to protect the confidentiality of all of Anchor Family Services Inc's clients.

- Clinical documents (case notes, treatment plans, etc.) cannot be sent via e-mail.
- Clients should be identified with their MIS Client Number or with first and last initials only in e-mail.

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Signature

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Date