



**Series:** 1100 Information Technology  
**Policy Name:** E-Mail Encryption/Transmission Security  
**Policy Number:** 1106  
**Regulations:** 45 C.F.R. 164.312 (e) (1); CCKids 1118  
**Origination Date:** 6/22/2015

**Revision Date:** June 14, 2022

**Policy:**

Communities Connected for Kids is committed to implementing technical security measures to guard against unauthorized access to electronic protected health information (PHI) that is being transmitted over electronic mail (e-mail). As such, The Communities Connected for Kids will continually assess potential risks and vulnerabilities to protected health information in its possession, and develop, implement, and maintain appropriate technical security mechanisms to guard against unauthorized access to data that is transmitted over a communications network in accordance with 45 C.F.R. § 164.312.

**Procedure:**

The policies and procedures stated herein apply to all electronic protected health information transmitted over e-mail by Communities Connected for Kids pertaining to an individual.

Communities Connected for Kids shall provide a centralized e-mail encryption solution that meets or exceeds the recommendations set forth by the President's Quality Council until such time as there is a universal industry standard or there are future requirements by the HIPAA Security regulations.

Individual Communities Connected for Kids and employees are forbidden from utilizing or adopting any other e-mail encryption method for transmitting electronic protected health information.

Communities Connected for Kids and employees who are required by any outside agency or entity to transmit electronic protected health information over encrypted e-mail must follow CCKids policy 1118.

Communities Connected for Kids corporate Information Resources ([pcstaff@cckids.net](mailto:pcstaff@cckids.net), 800-969-4310) immediately and receive written approval from the Chief Information Officer (CIO) prior to any transmissions.

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 Carol DeLoach  
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Approved: \_\_\_\_\_

Date: 7/27/2022 -

Carol DeLoach, CEO