

MEDIA CONTROL POLICY

RESPONSIBILITY: Director of Information Systems, Security Official

BACKGROUND:

Media controls are the policies and procedures that govern the receipt and removal of data storage media (for example, diskettes, tapes) into and out of a facility. They are important to ensure total control of all media containing health information.

Media Controls must include the following:

- Controlled access to media
- Accountability
- Data backup
- Data storage
- Disposal for storage media (including hardware containing fixed media)

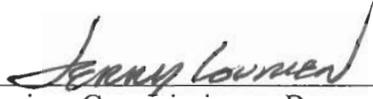
POLICY:

Behavioral Health and Health Facilities (BHHF) will maintain a comprehensive media control program, which will be coordinated by the Information Systems department. Documentation of media controls for BHHF will include:

1. A description of the means by which access to storage media is limited to those with a need-to-know, when sensitive, protected health information is involved.
2. An inventory process to account for electronic data storage media (disks, tapes, etc.) that are received, maintained, and, ultimately, disposed of by BHHF.
3. Coordination with data backup plans, to assure data on media being disposed of is backed up when appropriate, and to assure appropriate media controls are applied to media used for data backup.
4. Procedures to safeguard the security and integrity of data stored on electronic media (protection from unauthorized access, intrusion, heat, magnetic fields, physical damage, etc.).
5. Disposal procedures to assure that electronic data storage media that are used to store protected health information are no longer readable prior to disposal. This includes procedures to render unreadable storage media installed in personal computers and other hardware.

Effective Date: 4/14/03

Dates Revised:



Jerome E. Lovrien, Commissioner, Bureau for Behavioral Health and Health Facilities