

## OCK IT UP: THUMB DRIVES & ENCRYPTION

## **SMALL DEVICE, BIG RISK**

A thumb drive is a removable storage device, also known as a flash drive or memory stick

Thumb drives not approved by Banner Heath will not work on company owned devices

To get an approved encrypted thumb drive, contact the Data Protection Team \*



## **ENCRYPTION EXPLAINED**\*\*

Encryption is a security practice used to code messages to protect unauthorized people from accessing the information

Messages sent between Banner Health devices are automatically encrypted





Messages sent to a non-Banner Health email address are not automatically encrypted

To encrypt an email:

1

Create a new message in

Outlook

**DO YOUR PART** 

2

Complete the message including subject, recipient, and attachments

0

Type \*encrypt\* in the body of the message before clicking send

3



Only store necessary data on an approved encrypted thumb drive

Make sure you use a Banner Health approved encrypted thumb drive If you accidentally send an unencrypted email or lose a thumb drive, please report it to your supervisor

\*The Data Protection Team can be contacted at informationsecurity-dataprotection@bannerhealth.com \*\*AAP News, Division of Health Care Finance, October 13, 2016 \*\*\*Please review Banner Health HIPAA Encryption of Transmitted Electronic Protected Health Information and Payment Card Holder Data Policy

## For more information, please contact InformationSecurity-PrivacyTrainingandAwareness@bannerhealth.com