

Purpose

This document sets forth the policy of the Center for Family and Child Enrichment (CFCE) with regard to the use of electronically transmitted protected and privileged data.

Scope

This policy applies to all individuals using CFCE's computer and network systems, including employees, subcontractors, and consultants.

Policy

Electronic-Mail Transmission

Protected and privileged data such as birthdays, social security numbers, client names, etc. should not be sent unprotected via e-mail. The data should be documented in a password protected file. Communication of the password to the receiving party should be by telephone or in person.

Internet Postings

The CFCE Internet site will not be used to post sensitive materials. The site will only be used as an informational and promotional tool.