

MEMORANDUM

Date: 3/05/07

To: All Faculty and Staff of the Department of Psychiatry

From: Wayne K. Goodman

Re: Purchasing Process Changes

The UF Office of Audit and Compliance Review recently finished an HSC wide portable computer audit. The results of the audit indicate that we are facing unnecessarily high risk of unauthorized disclosure of Restricted information as a result of lack of safeguards placed on laptops and handheld computers. The problem extends to portable electronic media such as CDs, DVDs, USB memory sticks and external disk drives.

In response to the audit, we will make the following changes in our computer purchasing process.

- All new computer purchases must be reviewed by our Unit ISM, John Glasheen, prior to purchase to ensure the proper security configuration is planned in the order. **All laptops purchased will need encryption software included in the price (~\$100).**
- All purchased laptops, handheld computers, and electronic media must be received by our IT department where the appropriate security controls will be configured before delivery to its intended user.
- All privately owned laptops, handheld computers, and electronic media should be inspected by our IT department for appropriate security controls before it is permitted to interact with our information and computing environment.
- Effective immediately, anyone involved in the purchasing or IT function of our department will begin modifying current procedures to accommodate these purchasing process changes.

These process changes are not optional, and are not only intended to protect the privacy of other individuals, but they are also intended to protect you from a costly mistake.

Thank you in advance for your cooperation.