

**NMCAA Email Encryption Notice**

I understand it is my responsibility as an employee of NMCAA to ensure all sensitive/confidential information is safeguarded.  As a part of this, I will ensure that all electronic communication containing sensitive/confidential information will be encrypted.  An encryption button is now a part of our email platform, it is my responsibility to ensure all email sent to an outside individual or entity containing sensitive/confidential information is encrypted.

Examples of information that should be encrypted:

* **Privacy** – Messages subject to encryption contain the following data types, credit card numbers and expiration date, date of birth, Social Security number, driver's license number, street address, or phone number.
* **HIPAA**– Messages will be subject to encryption if they contain any information protected under HIPAA Privacy Regulations.

**If you need to encrypt** an outgoing message, put **secure** in the subject line or body of the email.

2/27/2020 P:Head Start/Admin/Procedures Manual/Technology/Encryption Notice