UTAH DEPARTMENT OF HUMAN SERVICES		
STANDARD		
Standard: 1-3	Effective Date: February 16th, 2017	Page **1** of 1
Email Encryption Standard		
RATIONALE: To help agencies and employees determine appropriate usage of the DTS Enterprise email encryption solution known as Virtru.		

DEFINITIONS:

Virtru- The enterprise approved and Department of Technology implemented and managed email encryption system that is to be used by executive branch agency employees to encrypt emails.

1. Standard Statement

In response to employee requests for guidance on the use of Virtru email encryption, the Department has implemented the following standard for Virtru use:

Department of Human Services employees should encrypt an email using Virtru when an email or email attachment contains client identifying information AND at least one recipient of the email has a non utah.gov email address. Additional security controls are available to track, log, and audit Utah.gov to Utah.gov emails, thus Virtru is not required for emails exclusively between emails addresses in that domain.

Client identifying information includes identifiers of the client, client relatives, client employers, or household members of the client. The following Client identifiers would require Virtru use:

- Names (First name last initial is ok unless D/I/O policy states otherwise)
- Addresses (Any geographic region smaller than a city, including street address)
- Telephone numbers
- Fax numbers
- Email addresses
- Medical record numbers
- Full-face photographs and any comparable images
- Any information that in an employee's opinion could be used alone or in combination with other available information to identify a client who is a subject of the information

DHS D/I/O may implement additional Virtru use requirements to meet specific compliance requirements. These additional requirements should be documented in D/I/O policy, procedures, or standards.

2. Procedure

The DTS guide on getting started with Virtru can be found here: https://powerdms.com/docs/237617

If you do not see the Virtru plugin in your internet browser, contact DTS Help Desk at 801-538-3440.

Contact your D/I/O Privacy Officer or the DHS Information Security Officer (cbramwell@utah.gov) if you have specific questions about whether certain information in an email requires use of Virtru encryption.