Central Coast
Community
Energy

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IT9
CATEGORY: INFORMATION TECHNOLOGY

WORKSTATION SECURITY (FOR HIPAA) POLICY

I. PURPOSE

Provide guidance for Central Coast Community Energy (CCCE) workstation security and to ensure the requirements of HIPAA Security Rule “Workstation Security” Standard 164.310(c) are met.

II. SCOPE

This policy applies to all CCCE employees, contractors, vendors, and agents with a CCCE-owned or personal workstation connected to the CCCE network.

III. POLICY

A. GENERAL

Appropriate measures must be taken when using workstations to ensure the confidentiality, integrity, and access to sensitive information, included protected health information (PHI), is restricted to authorized users.

CCCE will implement physical and technical safeguards for all workstations that access electronic protected health information to restrict access to authorized users.

Appropriate measures include:

- Securing file cabinets to restrict physical access to only authorized personnel.
- Securing workstations (screen lock or logout) prior to leaving area to prevent unauthorized access.
- Enabling a password-protected screen saver with a short timeout period to ensure that workstations that were left unsecured will be protected. The password must comply with the Login and Password Security Policy.
- Never installing unauthorized software on workstations.
- Installing privacy screen filters or using other physical barriers to alleviate exposing data.
- Exiting running applications and closing open documents after use.
- Securing laptops that contain sensitive information by using cable locks or locking laptops in drawers or cabinets.

IV. POLICY COMPLIANCE

A. COMPLIANCE MEASUREMENT

IT staff will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

B. NON-COMPLIANCE

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.