

3.6 Technology Policies Checklist

Description:

This tool provides a checklist of technology policies.

How it can be used:

All health organizations use technology and therefore require policies to govern the security, access, usage and management of their technology resources. This table of policies is comprehensive. Your organization may not need all the policies that are listed. However, it is a good idea to consider which policies your organization needs, which it has, which it does not have, and which may need to be updated.

POLICIES	Have	Have but needs updating	Need and do not have	Do not need
Technology Security Policies				
Technology Security Procedures Policy				
Electronic Records Privacy Policy				
Release of Client Records Policy				
Records Retention Policy				
Client Health Records Policy				
Authorized Access to Data Policy				
Virtual Private Network Policy				
Security of Desktop Equipment and Files Policy				
Server Configuration Security Policy				
Lab Technology Security Policy				
Router Security Policy				
Information Security Audit Policy				
Virus Protection, Detection and Removal Policy				
Wireless Security Access Policy				
Network Security for Portable Computers Policy				

POLICIES	Have	Have but needs updating	Need and do not have	Do not need
Technology Usage Policies				
Computer Systems Acceptable Use Policy				
Unauthorized Use Policy				
Personal Usage of Technology Resources Policy				
Electronic Communications Policy				
Guest User Policy				
Email Naming Convention Policy				
Password Policy				
Account Activation and Termination Policy				
Remote Access Policy				
Non-Compliance Policy				
Wireless Communication Policy				
PDA and Smartphone Access and Usage Policy				
Email Record Keeping Policy				
Department or Group Accounts Policy				
Use of Internet at the Office Policy				
Change Management (Technology) Policy				
Copyright and Intellectual Property Policy				
Peer-to-Peer File Sharing Policy				
Broadcast Online Communications Policy				
Web Content and Posting Policy				
External Data Access Policy				
Social Media Access and Usage Policy				

POLICIES	Have	Have but needs updating	Need and do not have	Do not need
Technology Management Policies				
Electricity Outage Management Policy				
Workstation Technology and Configuration Policy				
Data Encryption Policy				
Technology Hardware Standards Policy				
Computer Replacement and 'Evergreening' Policy				
Loaning of Technology Policy				
Network and Stand-Alone Printers Policy				
Telephone and Voicemail Policy				
Supported Technology Policy				
Data Backup Policy				
Data Storage Policy				
Data Recovery Policy				
Data Disposal Policy				
Employee Departure Checklist and Policy				
IT Asset Disposal Policy				
Information Technology Standards Policy				
Purchasing and Usage of Licensed Software Policy				
Software Copyright Compliance Policy				
Peripheral Data Storage Devices Policy				