Fuqua Mobile Device Encryption Policy

1.0 Purpose
This document describes Information Security's requirements for encrypting data at rest on mobile devices owned by Duke University's Fuqua School of Business (hereafter noted as "Fuqua").

2.0 Scope
This policy applies to any mobile device issued by Fuqua or used for Fuqua business which contains stored data owned by Fuqua.

3.0 Policy
All mobile devices containing stored data owned by Fuqua must use an approved method of encryption to protect data at rest. Mobile devices are defined to include laptops, PDAs, Smartphones, cell phones, USB drives and other portable media.

Users are expressly forbidden from storing Fuqua data on devices that are not issued by Fuqua, such as storing Fuqua email on a personal cell phone or PDA.

3.1 Laptops
Laptops must employ full disk encryption with an approved software encryption package. No Fuqua data may exist on a laptop in cleartext.

3.2 PDAs, Smartphones, Cell phones and portable media
Any Fuqua data stored on a PDA, Smartphone, cell phone or other portable media must be saved to an encrypted file system using Fuqua-approved software. Fuqua shall also employ remote wipe technology to remotely disable and delete any data stored on a Fuqua Smartphone, cell phone or PDA which is reported lost or stolen.

3.3 Keys
All keys used for encryption and decryption must meet complexity requirements described in Fuqua's Password Policy.

3.4 Loss and Theft
The loss or theft of any mobile device containing Fuqua data must be reported immediately.

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

5.0 Definitions

Term	Definition
Cleartext	Unencrypted data
Full disk encryption	Technique that encrypts an entire hard drive, including operating system and data
Key	Phrase used to encrypt or decrypt data
PDA	Personal Data Assistant.
Remote wipe	Software that remotely deletes data stored on a mobile device.

6.0 Revision History

Date	Who made the revision	Change made
2012-02-03	Fuqua Infrastructure	Initial issue