



IDENT	SEC002-01
Type of Document:	Procedure
Type of Policy:	Corporate
Sponsor's Dept:	PMO
Title of Sponsor:	VP
Title of Approving Official:	Chief Security Officer
Date Released (Published):	3/4/11
Next Review Date:	7/1/11

SUBJECT: Information Security Procedures

PURPOSE: Define procedures to comply with the Information Security Policy.

PROCEDURE

1. Security of the core infrastructure
 - Each July 1, the VITL Chief Security Officer will confirm that infrastructure certification information is on the VITL website.
2. Secure audit logs
 - The Chief Security Officer will establish with the HIE vendor the required reports and frequency of delivery.
 - The Chief Privacy Officer will review the audit logs at the beginning of each month.
 - Refer to procedure SEC004-1 for further details.
3. Detailed guidelines for VHIE Participants
 - The Chief Security Officer will ensure that the Chief Privacy Officer for each Participant has submitted written acknowledgement (form SEC002-11) that they understand and will fulfill their obligations as defined by VITL's security and privacy policies.
 - The Chief Security Officer may withhold access to the VHIE until the written acknowledgement of security and privacy policies has been received.
 - VITL Staff will scan and file all written acknowledgements with the Participant's other contracts with VITL.
 - Each July 1, the Chief Security Officer will confirm that guidelines to assist with the implementation of the ISO best practices are on the VITL website.
4. Training and compliance by VHIE participants
 - VITL will offer training materials to Participants on the Information Security Policy and best practices to maintain compliance with it.
 - VITL will periodically contact a Participant in order to conduct an audit of the organization's security procedures to assess compliance with VITL's Information Security Policy. If VITL deems the procedures non-compliant, VITL may withhold access to the VHIE until the Participant achieves compliance.

Revised: 3/4/2011



5. Affinity Domain Policy
 - Each July 1, the Chief Security Officer shall publish and maintain on its website a detailed IHE Affinity Domain Interoperability Policy Agreement which will include technical details for statewide standard interoperability requirements and specifications including standard content, identification schemes, vocabularies, actors, and transactions to be supported by the VHIE.
6. Access to the VHIE
 - The Chief Security Officer will specify in the Affinity Domain Policy the technical standards by which Participants may access the VHIE.
 - The Director of Outreach will execute a VHIE data services and participation agreement with new Participants before access can be granted.
 - The VP of Operations will instruct the VHIE implementation team on the type of access to grant the Participant.
 - Upon receipt and approval of a relevant change order from a Participant, the VP of Operations will instruct the VHIE implementation team of changes to the Participant's access.
7. Authentication of users
 - The Director of Technology will maintain in the Affinity Domain Policy the technical standards by which the Participant's users must authenticate themselves to the VHIE.
 - Upon receipt and approval of a relevant change order from a Participant, the VP of Operations will instruct the VHIE implementation team of changes to the Participant's authentication method.
8. Warrants and subpoenas
 - The VP of Finance will maintain an inventory of all warrants and subpoenas issued to VITL.
 - The inventory will include the month and year the subpoena or warrant was issued, the issuing court, agency, or entity, and the individual or entity that caused the subpoena or warrant to issue and the status of the subpoena or warrant. Any subpoena or warrant issued at the behest of a non-government entity or individual shall be listed as being requested by a private party.
 - Upon request, the VP of Finance will provide a report of the above information for the previous 12 months.

REVIEWERS

Sandy McDowell, VP of Operations

APPROVING OFFICIAL'S NAME

Lauri Scharf, Director of Technology

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