

Communication Sciences and Disorders, Speech-Language-Hearing Clinic

Policies and Procedures

**SUBJECT: Remote Access Policy #16**

**Policy: No sensitive date, such as PHI (Protected Health Information), PII (Personally Identifiable information), or proprietary information, can be stored on a mobile device (phone, laptop computer, IPad, etc), unless it is encrypted.**

**Procedure:**

* **A survey will be conducted that all faculty and staff in the CSD department will be required to complete regarding what devices they are using to remotely access their NAU accounts that contain PHI, PII or proprietary information.**
* **IT will set up the network and servers so that only registered mobile devices can be connected to the network.**
* **IT will have the capability to remotely wipe the drives if the device(s) is lost or stolen.**