

SAM – INFORMATION SECURITY
(Office of Information Security)

PERSONAL COMPUTER SECURITY

5335.2

(Revised 10/09)

Information maintained in a personal computer system, including laptop computers and mobile devices, must be subjected to the same degree of management control and verification of accuracy that is provided for information that is maintained in other automated files. Files containing confidential or sensitive data (as defined in SAM Section 5320.5) should not be stored in personal computer systems unless the agency can demonstrate that doing so is in the best interest of the state and that security measures have been implemented to provide adequate protection. Proposals to use desktop or laptop computers to maintain or access files containing confidential or sensitive data as defined in SAM Section 5320.5, must be approved by the agency's Information Security Officer (SAM Section 5315.1) before implementation. The Information Security Officer will determine that the proposal complies with all applicable provisions of the SAM dealing with information security and risk management (SAM Sections 5300 through 5399).