



## New Hanover County Health Department Policies and Procedures



Subject:	Computer Password & Security
Date of Origin:	10/30/07
Policy Number:	GS-ADM-078

### PURPOSE AND SCOPE:

The purpose of this policy is to establish guidelines for use of computer passwords and the assurance of security for confidential data displayed on computer screens. The scope of this policy applies to all members of the New Hanover County Health Department (NHCHD) workforce.

### POLICY:

All employees shall safeguard confidential information accessed via computers.

### PROCEDURE:

- All employees shall adhere to the New Hanover County Password Policy in establishing strong passwords, protecting those passwords and changing passwords as required.
- All employees shall ensure that data on computer screens is not visible to unauthorized persons and that confidential information is not displayed on unattended computer screens. Employees are responsible for notifying their supervisor if computer screens are visible to unauthorized persons. Supervisors shall ensure visibility is removed by positioning computers so that data may not be viewed by those without approved access, installing filters, shields or otherwise obscuring information from view.
- All employees shall ensure that access to data or software is protected and is never available to unauthorized persons. This shall require logging off or locking the computer when leaving to ensure no unauthorized access is possible.

### OTHER INFORMATION: (attached)

None

### REFERENCES:

New Hanover County Password Policy

### CHANGE HISTORY:

Version	Date	Comments
A	10/30/07	Original Document