



KAY IVEY  
Governor

# STATE OF ALABAMA

## OFFICE OF INFORMATION TECHNOLOGY



MARTY REDDEN  
Acting Secretary

### POLICY 683: Encryption

VERSION NUMBER	Policy 683-01
VERSION DATE	July 30, 2019
POLICY TITLE	Encryption
OBJECTIVE	Define the minimum requirements for the selection, application, and management of encryption technologies.
AUTHORITY	<p>The authority of the Office of Information Technology (OIT) to create and enforce policies relating to the management and operation of information technology (IT) by state agencies, and exceptions to such authority, are derived from:</p> <p><i>Articles 8 and 11 of Chapter 4 of Title 41, and Chapter 28 of Title 41, Code of Alabama 1975 (Acts 2013-68 and 2017-282).</i></p> <p>Policies of the OIT are approved and signed by the Governor.</p>
APPLICABILITY	The requirements and responsibilities defined in OIT policies apply to all departments, agencies, offices, boards, commissions, bureaus, and authorities (referred to generally as <b>agency</b> or <b>agencies</b> ) and authorized individuals in the employment of the State of Alabama responsible for the management, operation, or use of state IT.
STATEMENT OF POLICY	<p>Encryption is a technique used to protect the confidentiality of data at rest or in transit. As required in this and other state policies, encryption must be utilized to protect sensitive and confidential information, particularly on systems that can be transported outside protected work spaces and on communications channels that span untrusted networks.</p> <p>It is the policy of the OIT that:</p> <ol style="list-style-type: none"> <li>a) Information systems shall protect the confidentiality and integrity of information at rest. Any sensitive or confidential data that is stored on electronic media shall be encrypted. [SC-28]</li> </ol>

- b) Information systems shall protect the confidentiality and integrity of information in transit. Any sensitive or confidential data that is transmitted shall be encrypted. This applies to both internal and external networks and all types of information system components from which information can be transmitted. [SC-8]
- c) Encryption technologies used in state information systems shall use proven industry standard algorithms. The use of proprietary encryption algorithms, an algorithm that has not been made public or has not withstood public scrutiny (regardless of whether the developer of the algorithm is a vendor, an individual, or the government) is not allowed for any purpose.

OIT  
RESPONSIBILITIES

OIT shall:

- O.1 Define minimum encryption requirements including approved and unapproved methods of encryption.
- O.2 Assist agencies in implementing approved encryption methods.

AGENCY  
RESPONSIBILITIES

Agencies shall:

- A.1 Identify data that is sensitive or confidential and requires protection at rest or in transit to ensure its confidentiality and integrity.
- A.2 Use only OIT-approved methods of encryption. Other methods of encryption shall require a policy exemption be submitted to and approved by OIT before being used to protect state data or systems.
- A.3 When cryptography is required and used within an information system, define within the information system documentation cryptographic key establishment and management procedures. [SC-12]
- A.4 Train personnel to utilize approved encryption techniques for the protection of data confidentiality and integrity.

USER  
RESPONSIBILITIES

Information system users shall:

- U.1 Not attempt to circumvent security protocols in place for protecting data at rest or in transit.

U.2 Not store state sensitive or confidential data on personally owned information systems or on personal portable storage devices.

U.3 Not transmit unencrypted sensitive or confidential data to entities outside of the state enterprise network.

**SUPPORTING DOCUMENTS**

The following documents support this policy:

- [Standard 683S1: Encryption Requirements](#)

**EFFECTIVE DATE**

This policy shall be effective upon its approval by the Secretary of Information Technology and the Governor of Alabama as evidenced by the signatures of the Secretary and Governor being affixed hereto.

**SUPERSEDES**

This policy supersedes version 683-00.

The undersigned, as Acting Secretary of Information Technology of the State of Alabama, exercising the power vested in that Office by the laws of this state, declares this policy to be adopted as of the date on which the Governor has approved and signed it.

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Marty Redden  
*Acting Secretary of Information Technology*

**ORDERED**

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Kay Ivey  
*Governor*

This \_\_\_\_\_ day of \_\_\_\_\_, 2019.

## DOCUMENT CHANGE HISTORY

Version	Version Date	Comments
683-00	09/01/2011	Combines and replaces Policy 680-03 and Standard 680-03S1
683-01	07/30/2019	Format changes; moved technical requirements to standard

DRAFT