

## Guidelines

<b>Title:</b>	Working Remotely: Confidentiality and Security
<b>Related to:</b>	Department of Administrative Services (DAS) 50.050.01 Working remotely
<b>Effective date:</b>	09/13/2021

### Purpose

This document is to provide guidance around confidentiality and security as those topics relate to remote work. Review the References section for related policies and other documents.

### Guidelines

1. Keeping agency information confidential and secure while working remotely at an alternate worksite may require additional consideration for both the individual and the manager or supervisor. Confidentiality and security are the responsibility of all Oregon Department of Human Services (ODHS) staff.
  - a. ODHS may require individuals to work in a private or secure location which affords adequate protection when the individual handles confidential or sensitive material and may restrict use of paper files at the alternate worksite.
  - b. ODHS may prohibit individuals from printing confidential information at alternate worksites to avoid breaches of confidentiality.
  - c. Individuals working remotely must collaborate with their supervisors to identify any confidential, private, or personal information and records to be accessed remotely and make sure appropriate safeguards are used to protect the records.
  - d. Individuals may not disclose confidential or private files, records, materials, or information, and may not allow access to ODHS networks or databases to anyone who is not authorized to have access.
2. Products, documents, and records used or developed while working remotely at an alternate worksite:
  - a. Remain the property of the State of Oregon and ODHS.
  - b. Are subject to the State of Oregon rules regarding confidentiality, records retention requirements, and public records disclosure.
3. The Federal Bureau of Investigation Criminal Justice Information Services (CJIS) Security Policy requires that anyone working remotely must work in a room separate from non-CJIS individuals, including other household members.
  - a. Access to the room must be controlled by the CJIS individual during work hours.
  - b. If an individual does not live alone and a separate room is unavailable, then an exception must be authorized by the individual's supervisor.
  - c. The exception and approved security protocols must be documented and maintained for periodic review and updates.

- d. Individuals are required to immediately notify their manager if conditions change and approved security protocols cannot be followed. When this occurs a new exception process must be initiated. See the CJIS checklist and the CJIS exception request in the forms section below.

## References

[ODHS Office of Information Services](#)  
[ODHS Security and Privacy Services](#)  
[Imaging and Records Management Services](#)  
[CJIS Security Policy](#)

## Forms referenced

[CJIS Remote Work Checklist](#)  
[CJIS Remote Work Exception Request](#)  
[Working Remote Assessment Tool](#)  
[Working Remotely Agreement](#)  
[Working Remote Self-Assessment Tool](#)  
MSC 0050 Employee Assigned Property Tracking

## Related policies

[DAS 50-010-01 Discrimination and Harassment Free Workplace](#)  
[DAS 50-010-03 Maintaining a Professional Workplace](#)  
[DAS 50-000-01 Drug Free Workplace Policy](#)  
[DAS 50.050.01 Working Remotely](#)  
[DAS 107-004-050 Information Asset Classification](#)  
[ODHS|OHA 010-014 Agency Compliance with Statewide Administrative Policy](#)

## Contact

Office of Human Resources  
Robert Salinas  
ROBERT.salinas@dhsaha.state.or.us  
Phone: (971) 273-6434

Angela Jameson  
angela.m.jimeson@dhsaha.state.or.us  
Phone: (6503) 779-8744  
Insert contact information here

## Keywords

Alternate, activities, alternate schedule, asset survey, chair, collaboration, collaborative, collective bargaining agreements, computer, contract, desk, engagement, ergonomic, equipment, facilities, flex, flexible, flexible work solutions, flexibility, flex time, FWS, home, home office, interaction, keyboard, manage, managers, meetings, mouse, office, PD, position description, printer, remote, remote access, safety, schedule, status, support, telecommute, telecommuting, telework, teleworking, virtual, WFH, work, Workday, work from home, work life balance, working remotely, workplace, workspace  
Insert keywords here

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