**Encryption Policy**

**Assurance**

This policy defines the encryption guidelines and standards for the ***<Company Name>***

**Introduction** The purpose of this document is to provide guidance to all employees of ***<Company Name>*** on the use of encryption to ensure the information and data is transmitted securely. This policy is designed to protect the organization, its constituent businesses and employees by defining the use and application of encryption technology when accessing, storing and transmitting corporate or personal information. All employees are required to comply or abide by the terms of this policy.

**Aims and Objectives**

This policy applies to employees who are directly employed by the ***<Company Name>*** and for whom the ***<Company Name>*** has legal responsibility. For those employees covered by a letter of authority/honorary contract or work experience the organization’s policies are also applicable whilst undertaking duties for or on behalf of the ***<Company Name>***. Further, this policy applies to all third parties and others authorized to undertake work on behalf of the ***<Company Name>***.

**Definition of terms**

**Key terms used:**

**Encryption**: Encryption is the conversion of data into an encoded form that cannot be easily understood by unauthorized people. It is in a form called ‘cipher text’. It is unlawful, being a breach of confidence, for anyone, without lawful authorization to de-cipher the code. The de-encryption is carried out when the authorized personnel has the correct key or password. Automated data encryption, utilizing appropriate system(s) software, regulates this process to ensure that when data is transmitted between users and across networks, the mechanisms of encryption, and subsequently decryption, are performed seamlessly and invisibly, for all registered users. Manual data encryption is occasionally required, and in this instance it is the responsibility of individual personnel to prepare data for transmittal or transportation, using the tools and methods provided by the organization.

**Source:** <http://www.buryccg.nhs.uk/Library/Your_local_nhs/CCGPlanspoliciesandreports/Encryption%20policy%20CCG%201%203%2014.pdf>