

<b>ADAMHS BOARD FOR MONTGOMERY COUNTY</b>	<b>BP # 519</b>	
<b>TITLE: Email, Internet Controls</b>	<b>SUBJECT HIPAA SECURITY</b>	
Page 1 of 2	<b>EFFECTIVE DATE</b>  4/21/05	<b>SUPERSEDES DATE</b>

**POLICY:**

It is the policy of the Alcohol, Drug Addiction and Mental Health Services Board to make available the use of the Internet, electronic mail, and online services for the purpose of enhancing the productivity of its employees. Employees will be held accountable for the use and misuse of government resources which include access to the Internet, electronic mail systems, and online services.

1. There is no expectation of employee privacy on ADAMHS Board owned/provided computer resources, which include PC's, workstations, connections, Internet, electronic mail and online services. The Executive Director, his/her designee or MIS Domain Administrators, without notice to employees, reserve the right to routinely and randomly monitor, access, disclose and use the content of materials on or utilizing ADAMHS Board owned/provided computer resources.
2. Employee shall not use another employee's or administrator's Logon or Password, nor access a file or retrieve any stored protected information unless authorized to do so. The Board will comply with HIPAA regulations which require that access to PHI (Protected Health Information) is based on the employees job related functions
3. The use of the Internet, electronic mail, and online services are intended to be used for business purposes. Limited personal use is allowable to the extent that it does not violate any area of any Board policy, local, state, or federal statute.
4. Uses that interfere with normal business activities; involve solicitation are strictly forbidden.
5. Board employees shall not use the Internet, electronic mail or online services for operating a business for personal gain, or soliciting money for religious or political causes.
6. Board employees shall not use the Internet, electronic mail and other online services to access, distribute or solicit sexually oriented messages or images.
7. Board employees shall not use the Internet, electronic mail and online services to disseminate offensive, harassing, vulgar, obscene, knowingly false or threatening statements, including disparagement of others based on their race, national origin, sex, sexual orientation, age marital status, pregnancy, disability, and religious or political beliefs.

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8. Board employees shall not use the Internet, electronic mail, and online services to distribute or print materials (including articles and software) in violation of copyright or trademark laws.
9. Board employees shall not use the Internet, electronic mail, and online services to provide access to and/or disclosure of PHI (Protected Health Information), unless encrypted and allowed by Board procedure.
10. Any employee who discovers a violation of this policy shall notify his/her immediate supervisor or his/her Executive Director.
11. Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to discipline, up to and including termination. Violations of this policy may also be subject to criminal prosecution.