

<i>Worker with Access to PPHI</i>	<i>Descriptions of documents, information systems that contain PPHI (each type of document or document set should be described in a separate row)</i>	<i>Where does it come from? How is it received? What is done with it? Why is the PPHI needed? How long is it necessary to keep</i>	<i>Where does it go? For what purpose? Who sends it? How is it transmitted?</i>	<i>Where is it stored? Hard copy? Portable Media Devices? Hard Drive of Computer? Email Server? Offsite Server for Backup?</i>	<i>How is it protected during storage, transmission? Risk of Improper Use or Disclosure or Access (High/Medium/Low); proposed action Items to reduce risk.</i>
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Henrietta Clerk	Utility bill applications (contain name, SSN, Address, Phone, Date of Birth, Signature, Account Number, Voided Check, Bank Routing Number and Account Number)			<p>Hard copy saved in desk file.</p> <p>Hard copies for prior years in archives at STORAGE R US.</p> <p>Electronic copies of 2006-2012 on CDs in desk file.</p> <p>Electronic copies stored in Utility Bill folder (SERVER A1) and in offsite backup of SERVER A1.</p>	<p>Desk file is locked. Key is secure. Contract with STORAGE R US has security provisions. Access to documents at STORAGE R US is restricted to authorized personnel. CDs are locked. Access to Utility Bill folder is restricted to authorized personnel. Access to servers is restricted to authorized IT personnel and contractor.</p> <p>Risk: Medium for hard copies in desk File; High for CDs due to size and location on portable media device. Low for electronic copies in Utility bill folder in SERVER A1 and backup to SERVER A1 due to high security of servers.</p> <p>Action Items: update retention policy to require destruction after X years; shred hard copies that are no longer needed; encrypt electronic copies currently on CD and save on backed up server or on CD marked with dates, then securely destroy CDs</p>

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