

1 3. Confidential Destruction. COUNTY PCI must be disposed of through confidential means,
2 using NIST Special Publication 800-88 standard methods for data sanitization when the COUNTY PSCI
3 is no longer needed.

4 4. Removal of Data. COUNTY PCI must not be removed from the premises of the
5 CONTRACTOR except with express written permission of COUNTY.

6 5. Faxing. Faxes containing COUNTY PCI shall not be left unattended and fax machines shall
7 be in secure areas. Faxes shall contain a confidentiality statement notifying persons receiving faxes in
8 error to destroy them. Fax numbers shall be verified with the intended recipient before sending.

9 6. Mailing. COUNTY PCI shall only be mailed using secure methods. Large volume mailings
10 of COUNTY PHI shall be by a secure, bonded courier with signature required on receipt. Disks and other
11 transportable media sent through the mail must be encrypted with a COUNTY approved solution, such as
12 a solution using a vendor product specified on the CALIFORNIA STRATEGIC SOURCING
13 INITIATIVE.

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