

# Deacon Portal Security Policy

Effective Date: 11/1/2017

## Overview

Deacon Portal is intended only to keep Deacon body coordinated in the ministry activities of Birchman. The statements below reflect the Policy of how communication is managed on the Deacon Portal.

## Information Posting Policy

Any information of the Protected Information Types shall not be posted in such a way that it is accessed through the Deacon Portal

## Violation Detection and Reporting

Any Information violating the Posting Policy shall be reported to Deacon Leadership for Remediation

## Violation Remediation

Any reported violations of the Information Posting Policy shall be mitigated (removed or disabled) within 1 week of the Violation reporting date.

## Protected Information Types

### **1. Meeting Minutes:**

- a. Meeting Minutes shall not be posted online where and in such a way that the Deacon Portal can access it.

### **2. Any Request List**

- a. Any request is open to include unmanaged information. The following Information Types shall not be posted in Any Request:
  - i. **Personal Identifiable Information (PII)**
    1. Address or Place of Residence
    2. Phone Numbers
    3. Family members

4. Social Security Numbers
5. Drivers License
6. Any other Identification Information

ii. **HIPAA Related Information**

1. Location (room) of patient
2. Engaged Physician Names
3. Health Diagnosis
4. Covering Insurance
5. Any Information violating HIPAA