DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH

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January 16, 2018

To: North Carolina Health Directors

From: Jennifer Stewart, MS, NC EDSS Epidemiologist and Manager, Surveillance Systems Unit, NC DPH Communicable Disease Branch
Vanessa Greene, RN, Nurse Supervisor, Technical Assistance and Training Program, NC DPH Communicable Disease Branch

Subject: **NCEDSS Security**

Dear Local Health Director,

The North Carolina Department of Health and Human Services (DHHS) North Carolina Electronic Disease Data System (NC EDDS) team is writing to inform you of upcoming changes to our security policy that will be included in next year's (FY 18/19) Agreement Addendum 510. The NC EDSS team wants to proactively address data security when accessing the NC EDSS application. The language that will be included in the next agreement addendum is below:

*3.i. NC EDSS contains protected health information. Therefore, users are expected to access it only from work computers in work offices, during normal business hours. If an exception to these expectations is needed, the employee must have **written approval** from their manager, must use a work-supplied encrypted device, and must follow the data security and confidentiality requirements of their local health department. **Using NC EDSS on a public wireless network is always prohibited.***

If your health department does not have a computer policy that addresses the proper use of NC EDSS we encourage you to draft a policy as soon as possible. As stated, NC EDSS should not be accessed from private devices (including personal phones, laptops, or computers) and should always be accessed from a secure internet connection. If you need assistance with drafting your policy please contact the new NC EDSS manager Jennifer Stewart at 919-546-1616 or jennifer.stewart@dhhs.nc.gov.