Pacific Associates Cloud Storage Data Security Policy and Procedures

1. Pacific Associates uses BOX as a cloud storage devise for all DSHS information. BOX meets the minimum DSHS requirements for cloud storage:
   1. BOX Data will be Encrypted while on Pacific Associate’s network.
   2. BOX Data will remain Encrypted during transmission to the Cloud.
   3. BOX Data will remain Encrypted at all times while residing within the Cloud storage solution.
   4. The Contractor will possess a decryption key for the Data, and the decryption key will be possessed only by the Contractor and/or DSHS.
   5. The data will not be downloaded to non-authorized systems, meaning systems that are not on either the DSHS or Pacific Associates networks.
   6. The data will only be decrypted until downloaded onto a computer within the control of a Pacific Associates user and within either the DSHS or Pacific Associate’s network.
2. Pacific Associates provides annual trainings for all employees working with DSHS information on how to securely use BOX in accordance with DSHS cloud storage policy.
3. All employees working with DSHS information on BOX will have unique user accounts including usernames, passwords and an account that can not be accessed by other users.
   1. Only administrators can access user information.
   2. All user activity will be tracked by the administrator.
   3. Users will lose access to their cloud storage access:
      1. Upon suspected compromise of the user credentials.
      2. When their employment, or the contract under which the Data is made available to them, is terminated.
      3. When they no longer need access to the Data to fulfill the requirements of the contract.
   4. The administrators will review and verify that only authorized users have access to systems containing DSHS Confidential Information.
   5. DSHS related medical information will not be stored on BOX.
   6. BOX user login and password requirements will include:
      1. A minimum length of 8 characters, and containing at least three of the following character classes: uppercase letters, lowercase letters, numerals, and special characters such as an asterisk, ampersand, or exclamation point.
      2. Passwords that do not contain a user's name, logon ID, or any form of their full name.
      3. That a password does not consist of a single dictionary word. A password may be formed as a passphrase which consists of multiple dictionary words.
      4. That passwords that are significantly different from the previous four passwords. Passwords that increment by simply adding a number are not considered significantly different.
      5. When accessing Box information remotely users will only use laptops or tablets approved by Pacific Associates.
   7. DSHS data will be separated from other data or labeled as DSHS data to allow for easy disposal from BOX cloud storage.
4. When DSHS contracted work has been completed or when the data is no longer needed. BOX DSHS cloud data shall be returned to DSHS or destroyed.