Policy and Procedure: Secure Email System

1. It is the policy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to use DSHS secure email when sending confidential DSHS client data.
2. Staff will receive training on the use of the secure email system within 30 days of hire and receive reminders of the system functions at least annually.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_