

AP 372_ Email Encryption

Reference: **Education Code Section 70902; Board Policies 3720, 4030; Title 5 Sections 58050, 58164, 58168, 58170, 58172; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45; FTC Regulations 16 CFR 313.3(n), 16 CFR 314.1-5; Gramm-Leach Bliley Act Sections 501, 505(b)(2); U.S. Code 15 USC 6801(b), 6805(b)(2)**

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Purpose

The purpose of this document is to provide guidance regarding encrypting emails to users of GCCCD's approved email system, Microsoft Outlook. GCCCD faculty, staff, and students must encrypt emails anytime restricted data, as defined by the GCCCD's Data Risk Classification, is sent via email either internally or externally. It is also recommended that data classified as internal be sent using encrypted email.

Unencrypted email is not a secure method for transmitting confidential information or internal data. If you have reviewed GCCCD's Data Classifications and determined that it is necessary to send restricted information, take steps to secure it by encrypting your message, taking into account the sensitivity of the data being transmitted and the level of security at the source and destination systems. Exchange Online and Outlook are both approved for sending restricted data.

GCCCD Email Encryption Options

Outlook for Windows, Outlook for Mac, and Outlook on the web provides several encryption options:

1. **Encrypt-Only** – The message is encrypted in transit and at rest in the recipient's mailbox, including any attachments. Recipients cannot remove the encryption, so forwards and replies to the message remain encrypted.
2. **Do Not Forward** – The message is encrypted in transit and at rest in the recipient's mailbox, including any attachments. Recipients can read this message but cannot forward, print, or copy content. The conversation owner retains full access to their messages and all replies.
3. **GCCCD – Confidential** – The message is encrypted in transit and at rest in the recipient's mailbox, including any attachments. This content is proprietary information intended for internal (GCCCD) recipients only. External recipients will not be able to open the message.
4. **GCCCD – Confidential View Only** – The message is encrypted in transit and at rest in the recipient's mailbox, including any attachments. This content is proprietary information intended for internal (GCCCD) recipients only. External recipients will not be able to open the message. Additionally, this content cannot be modified, copied, or printed.