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Internet Security Policy

1. **Introduction**
    a. Clark County has adopted this Internet Security Policy to comply with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Department of Health and Human Services ("DHHS") security and privacy regulations, and the Joint Commission on Accreditation of Healthcare Organizations ("JCAHO") accreditation standards, as well as our duty to protect the confidentiality and integrity of confidential medical information as required by law, professional ethics, and accreditation requirements.
    b. All personnel of Clark County must comply with this policy. Familiarity with the policy and demonstrated competence in the requirements of the policy are an important part of every employee's responsibilities.

2. **Policy**
    a. This policy applies to all officers, employees, and independent contractors of Clark County who use Clark County's system for internet access and governs all internet access, communications, and storage using Clark County's system. Department heads have discretion in establishing additional reasonable and appropriate conditions of use for internet use by data users under their control. Such policies must be consistent with this policy and must be provided to the director of information systems for review.
    b. All data users must strictly observe the following rules when using the internet:
        1) Users may not access or use the internet for personal business or personal commercial gain.
        2) Users must have a proper medical or business purpose for any access and use of the internet.
        3) Users may not access pornographic or other offensive websites, including, but not limited to, sexist, racist, discriminatory, hate, or other sites that would offend a reasonable person in the same or similar circumstances. If the user has any doubt whether access to a specific site is proper, he or she should seek approval from his or her department director.
    c. Access control
        1) Users may not use any other user's password or other identification to access the internet.
        2) Users attempting to establish a connection with Clark County's computer system via the internet must authenticate themselves at a firewall before gaining access to Clark County's internal network.
        3) Users may not establish modems, internet, or other external network connections that could allow unauthorized users to access

Clark County's system or information without the prior approval of the director of information systems.

4) Users may not establish or use new or existing internet connections to establish new communications channels without the prior approval of the director of information systems.

d. Users may not transfer individually identifiable health information or Clark County's business information via the internet without prior approval of the IT department. Before transmitting individually identifiable health information, the user will comply with Clark County's Disclosure Policy to ensure legal authority for the disclosure exists. The IT department is responsible for ensuring that appropriate security and privacy business associate agreements are in place to protect the security and confidentiality of information transmitted via the internet when necessary.
e. Clark County supports strict adherence to software vendors' license agreements. Data users may not copy software in any manner that is inconsistent with the vendor's license.
f. At any time and without prior notice Clark County reserves the right to audit internet access in accordance with Clark County's Internal Audit Policy.
g. No data user may attempt to probe computer security mechanisms at Clark County or other internet sites unless part of an audit approved by the director of information systems.
h. Data users will report security problems with internet use, breach of confidentiality, and any violations of this or other Clark County policies and procedures occurring during internet use in accordance with Clark County's Report Procedure.