



MOBILE DEVICE UNDERSTANDING FORM

I have read and understand the SUNY Downstate Health Sciences University (SDHSU) [Mobile Device Usage Policy](http://www1.downstate.edu/regulatory/pdf/ist/his-12.pdf) (<http://www1.downstate.edu/regulatory/pdf/ist/his-12.pdf>) and its requirements, which include but are not limited to:

1. Using reasonable and appropriate safeguards at all times, including whether on- site or off- site, to protect the confidentiality and to prevent unauthorized access of SUNY DOWNSTATE related data on mobile devices.
2. Using at least a four-digit passcode on my cell phone/smart phone if it is used in any way for SUNY DOWNSTATE business.
3. Using USB drives and portable devices only for temporary, on- site storage or sharing of ePHI between authorized users and deleting the information as soon as the business purpose has been accomplished. Patient images taken with a mobile device will be immediately uploaded to SUNY DHSU's network and the images will be deleted from the device before going off- site.
4. Not removing USB drives and portable devices containing ePHI from SUNY DOWNSTATE premises unless the data is encrypted in accordance with SUNY DOWNSTATE encryption standards.
5. Not transmitting ePHI over the Internet unless the data is encrypted in accordance with SUNY DOWNSTATE encryption standards.
6. Not using USB drives and portable devices for long term or permanent storage of ePHI unless the drives and devices meet SUNY DOWNSTATE encryption standards.
7. Keeping up- to- date with security patches and updates for mobile devices.
8. Properly disposing mobile devices when they are retired from use, including following SUNY DOWNSTATE procedures for SUNY DOWNSTATE issued devices.
9. Immediately reporting lost or stolen mobile devices that have been used for SUNY DOWNSTATE business in any way.
10. Immediately reporting a breach or potential breach of any mobile device that has been used for SUNY DOWNSTATE business in any way, including unauthorized access to ePHI contained on the mobile device.

** Reports should be made to the IT Service Delivery & Customer Support Center at extension 4357 (HELP), to the DHSU Compliance Line at 1-877-349-SUNY or by making a web report by clicking the link "Compliance Line" on the bottom of DHSU's webpage.

I also understand that if I choose to use my personal mobile device to access SUNY DOWNSTATE email or for other SUNY DOWNSTATE business purposes, all of the data on the mobile device (business and personal) may be deleted when deemed necessary by SUNY DOWNSTATE management.

I agree to have my device encrypted by the help desk. To have your device encrypted please email the help desk (help@downstate.edu) to open a ticket and set an appointment.

Workforce Member Name

Workforce Member Signature

Date