



**Request for Inclusion or Revision to an
Administrative Directive
Connecticut Department of Correction**

CN 1301
REV 06/29/18

Administrative Directive Number: 4.6

Title: Use of Computers and Related Technologies



I recommend the following inclusion or revision to the above referenced Administrative Directive
(provide detailed explanation regarding reason for change):

j. Protected and/or confidential data as defined by the State of Connecticut and/or the Connecticut Department of Correction shall not reside on cloud storage unless approved by the Department's Management of Information Systems (MIS) Unit, the Superintendent of Unified School District #1 (USD#1), or the Director of Correctional Enterprises of Connecticut (CEC). Protected and/or confidential data include but are not limited to:

- Login and/or password credentials
- Personal identifiable information (PII)
- State Employee Personnel files
- Collect and/or FBI, Law Enforcement information
- Confidential emergency plans
- Protected health information (PHI)

k. All documents and data that are approved to reside in cloud storage must be appropriately managed in accordance with the retention schedules set forth in Section 10 of Administrative Directive 4.7, "Records Retention."

Reason for Change: To clarify what kinds of data are protected and/or confidential and require separate approval to reside in cloud storage. To emphasize the applicability of the retention schedules to all stored documents.

☐ See attached documents

ORIGINATOR

Name: Bryce Candelora

Title: ITA3

Date: 3/10/2021

Signature: *Bryce Candelora*

Facility/Unit: IT

OFFICE OF STANDARDS AND POLICY REVIEW:

Reviewed by:

Office of Standards and Policy Staff signature: Lt. DelPeschio

Date: 3/11/2021

UNIT/DISTRICT/DIVISION RECOMMENDATIONS:

Approved

Denied



Unit Administrator's signature: *T. M. [Signature]*

Date: 3/17/2021



District Administrator's signature:
(only needed if originating from facility)

Date:



Division Administrator's signature: *[Signature]*

Date: 3/24/2021

COMMISSIONER'S DECISION:

This request is:

☒ **APPROVED**

☐ **DENIED**

Effective date of request:



The language/provisions of this inclusion/revision shall be effective as of and subsequently added to the Administrative Directive at the next update:

Date:



This inclusion/revision shall be added to the Administrative Directive prior to:

Date:



This inclusion/revision shall be added immediately to the Administrative Directive.

Commissioner's signature: *[Signature]*

Date: 3/28/2021