

VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

ASSIGNED PORTABLE ELECTRONIC DEVICE POLICY

I. Definitions

- 1) For purposes of this policy, "portable electronic devices" are defined to include laptops, cellular phones, personal digital assistants, iPads or any other electronic device capable of displaying data or images.

II. Purpose and Objectives

- 2) This policy is intended to set forth the authorization and limitations of use of Ventura County Employees' Retirement Association (VCERA) assigned portable electronic devices.

III. Scope

- 3) These guidelines apply to all board members and staff.

IV. Background

- 4) Board packet material is extensive. The copying, delivering and producing of the packet material is expensive and not in line with environmental practices of VCERA. VCERA makes available an electronic PDF version of the monthly board packet and would like to facilitate the offsite access and usage of the electronic version by allowing board and staff to use portable electronic devices to retrieve, store, edit and read the electronic board packet.
- 5) Portable electronic devices are a security risk because they may contain private, confidential or sensitive member information, and being portable, are at risk for loss, theft, or other unauthorized access.
- 6) Portable electronic devices may be more vulnerable to viruses and other such threats because the user may not regularly use virus protection software and other safeguards available to VCERA's desktop computers.

V. Guidelines

- 7) Privacy: Board members and staff understand that their authorization to use VCERA assigned portable electronic devices, associated equipment and software is for the primary purpose of conducting VCERA business. Board members and staff further understand that they have no expectation of privacy with regard to their use of such devices.

- 8) Routine Maintenance or Repair: Board Members and staff understand that VCERA could require that assigned devices be returned to the office for routine maintenance and to ensure that they are being used only in a manner that is consistent with these policies.
- 9) Loss or Theft and Data Backups: Board members and staff who have an assigned portable electronic device are responsible for the security of the device, all associated equipment and all data. Board members and staff must report any lost or stolen portable electronic equipment, or data, to the Retirement Administrator or Technology Services Manager as soon as discovered. Users are responsible for back-up of any personal data stored on the portable electronic device.
- 10) Security Code: Assigned portable electronic devices shall use, at a minimum, a four-digit security code for access.
- 11) Auto-Lock: Assigned portable electronic devices must automatically lock after a maximum of 15 minutes of inactivity and require entry of security code to unlock for use.
- 12) Return Prior to Separation: Board members and staff will return the assigned portable electronic device(s) prior to separation of VCERA service.

VI. Process Review

- 13) The Board will review the Assigned Portable Electronic Device Policy at least once every three (3) years to ensure that it remains relevant and appropriate.

VII. Process History

- 14) The Board last reviewed and approved this policy on June 15, 2015. The Board originally adopted this policy on June 18, 2012.