(A) Purpose

This document is intended to define standards for the deployment of screensavers deployed on university-owned workstations and their associated time-outs.

(B) Associated Policy

Workstation policy, 3364-65-12.

(C) Standard

This standard defines specific requirements for the deployment of screensavers and associated time-outs in addition to requirements identified in Workstation Policy, 3364-65-12. Locking screensavers are intended as a safeguard and do not replace the requirement for users to personally lock or logoff computers when not in use.

(1) Screensavers will be deployed to display slides appropriate for the campus the workstation is located on (i.e. MC or HSC.)

(2) Non-Imprivata enabled workstations will be set to display the screensaver and lock after 15 minutes of inactivity (maximum.) Shorter timeouts should be enabled based on risk.

Exceptions:
(a) Computers identified for use in academic teaching environments may be enabled for appropriate time-outs.
(b) Computers deployed for the purpose of driving full time displays may be configured without screensavers if deployed in an appropriate kiosk mode that prevents use for other purposes.

(3) Imprivata enabled computers will be deployed to lock after 5 minutes of inactivity. This restriction is driven by the fact that these workstations are enabled for single sign on to multiple clinical applications containing ePHI.

Exceptions:
(a) Clinical training environment workstations may be set for time outs up to 30 minutes (maximum) provided that security awareness training concerning
the requirement to lock computers prior to leaving them unattended is provided.

(D) Definitions

(1) Clinical Workstations; any university-owned workstations used to create, receive, maintain, or transmit ePHI through the use of provided clinical applications.

(2) ePHI (electronic Protected Health Information); PHI is information that will lead to the identification of an individual, either by itself or in combination with other available information.