

Subject: Confidential Information

Date Issued or Revised: 6/5/08

Date Review:

1.1.12 Confidential Information

I. Subject and Purpose

The purpose of this policy is to provide security as a condition of participation in the Michigan Public Safety Communications System (MPSCS) 800 MHz Radio Rebanding Project.

In addition, it is expected that every MPSCS employee, member and vendor shall use his or her best efforts to prevent misuse and eliminate the risk of liability to the State of Michigan.

II. Procedures and Guidelines

This process applies to the following list. A non-disclosure agreement will be signed and adhered to by:

All MPSCS employees.

All Department of Information Technology (“DTMB”) employees with access to MPSCS hardware and software resources.

All State of Michigan interns, vendors, contractors, and volunteers with access to MPSCS hardware and software resources.

All MPSCS Members, including all State of Michigan government Members.

All MPSCS Member Service Providers.

All MPSCS radio and microwave equipment, devices, systems, servers, hardware, networks, software and data.

MPSCS Confidential and/or Proprietary Information – Certain MPSCS information is considered confidential due to its public safety nature and/or confidential and proprietary pursuant to third party written agreement(s) with a manufacturer or service provider. To the extent practicable, MPSCS will determine nature and type of information that is considered either confidential and/or proprietary but is under no affirmative obligation to do so. When in doubt, it is expected that any inquiry will be made with MPSCS to assure release of information does not violate this Policy.

Under no circumstances is any confidential or proprietary information to be released to a third party without the prior written consent of the MPSCS Division Director. This includes without limitation information provided to the State of Michigan that is protected by copyright, trademark, patent or license.

MPSCS System Key – The MPSCS system key shall be strictly controlled and shall not be released to a third-party without the prior written consent of the MPSCS Division Director.

Subject: Confidential Information

Date Issued or Revised: 6/5/08

Date Review:

MPSCS ID's, Talk Group & Fleet Map Information shall not be released to third parties unless authorized in writing by the MPSCS Division Director.

In the event of lost, stolen, or unaccounted for encrypted radios the MPSCS Division Director shall assume that the system encryption keys have been compromised. The MPSCS Division Director in consultation with the affected agencies' designee shall immediately take any or all appropriate steps necessary in the judgment of the MPSCS Division Director to secure the system including but not limited to inhibiting or disabling of lost, stolen or unaccounted for radios.

Key loaders shall be stored in a secure location.

III. Responsible Parties

Engineer Manager

Infrastructure Services Manager

A. Contact for questions
Engineer Manager

B. Phone, fax and email
517-333-5006; 517-336-6222; Kenealyp@michigan.gov

IV. Applicable Forms

Michigan Public Safety Communications System Vendor Non Disclosure Agreement

V. Termination or Review Responsibility

The MPSCS Director is responsible for the review and update of this policy.

VI. Linkages to Other Relevant Data