

**DATE ISSUED:** May 26, 2009  
**FROM:** Joan Truhler, DWP/MFIP Employment Services Division Manager  
**TO:** Ramsey County MFIP-Employment Services (MFIP-ES) Staff  
**SUBJECT:** Encryption

**BACKGROUND**

Ramsey County Workforce Solutions (WS) implemented an encryption service called Postini Encryption Manager. This service will provide e-mail encryption between Ramsey County staff and individuals outside of the County computer network. With this service in place, communications between Ramsey County and MFIP-ES vendors will no longer be dealt with using Ramsey County e-mail accounts.

**PURPOSE**

It is a security requirement that encryption is used whenever client's private, confidential, or sensitive data is sent to and from business contacts. E-mail communications containing this type of data must be encrypted. To meet this expectation, all MFIP-ES vendors have installed or purchased encryption software that allows them to accept and send secure messages from/to the county. This memo provides guidelines on how e-mail communication will be handled in the system.

**POLICY AND GUIDELINES**

**A- General Guidelines**

Ramsey County e-mail accounts for MFIP-ES vendors will be closed effective June 1, 2009.

After June 1<sup>st</sup> MFIP-ES vendors:

- will not be able to access the Ramsey County e-mail. Staff must clear their Ramsey County accounts as there will not be an automatic forwarding feature from Ramsey County accounts to individual agency e-mail accounts.
- must encrypt any e-mails containing client's private, confidential or sensitive data ( vendor e-mails have been tested by Ramsey County ITS).
- must communicate to Lisa Bergstrom at [Lisa.Bergstrom@co.ramsey.mn.us](mailto:Lisa.Bergstrom@co.ramsey.mn.us) any changes in staffing to ensure the ES/FS directory and Workforce One is updated with correct e-mail address.

Finding E-mail Addresses:

- **Financial Worker:** CAFÉ will be updated with new e-mail address for each Employment Counselor before or on June 1<sup>st</sup>. CAFÉ will have a live link that Financial Workers can click to initiate an e-mail to the Counselor.
- **MFIP-ES vendors:** If the County staff person's name is known, the e-mail format is always: [first.name.last.name@co.ramsey.mn.us](mailto:first.name.last.name@co.ramsey.mn.us). Financial assistance staff names can also be found in MAXIS.
- **ES and FAS staff:** The ES/FS directory contains information by agency, department, and staff. There is a live link that staff can click to initiate an e-mail.

**Effective Date:** June 1, 2009  
**Contact Person:** Your Agency Lead Planner