

Encryption Standard

1. Purpose

The purpose of this Encryption Standard is to ensure that sensitive data is encrypted to protect its confidentiality and integrity.

2. Scope

This standard applies to all sensitive data, whether stored electronically or transmitted over networks.

3. Encryption Requirements

- **Data at Rest:** Use AES-256 encryption for sensitive data stored on devices or servers.
 - **Data in Transit:** Use TLS 1.2 or higher for data transmitted over networks.
 - **Key Management:** Store encryption keys securely and rotate them regularly.
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4. Exceptions

- **Approval:** Any exceptions to this standard must be approved by the IT department.
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5. Review and Updates

This standard will be reviewed annually or as needed.