BOARD OF FIRE COMMISSIONERS OF
WASHINGTON TOWNSHIP FIRE DISTRICT NO. 1
GLOUCESTER COUNTY, NEW JERSEY

FIRE DEPARTMENT POLICY # 42-11

ENCRYPTION POLICY

The purpose of this policy is to provide guidance that limits the use of encryption to those algorithms that have received substantial public review and have been proven to work effectively. Additionally, this policy provides direction to ensure that Federal regulations are followed, and legal authority is granted for the dissemination and use of encryption technologies outside of the United States.

This policy applies to all Washington Township Fire District personnel including, but not limited to Fire Commissioners, agents, servants, volunteers and/or employees.

POLICY

Proven, standard algorithms such as DES, Blowfish, RSA, RC5 and IDEA should be used as the basis for encryption technologies. These algorithms represent the actual cipher used for an approved application. For example, Network Associate's Pretty Good Privacy (PGP) uses a combination of IDEA and RSA or Diffie-Hellman, while Secure Socket Layer (SSL) uses RSA encryption. Symmetric cryptosystem key lengths must be at least 56 bits. Asymmetric crypto-system keys must be of a length that yields equivalent strength. Washington Township Fire District's key length requirements will be reviewed annually and upgraded as technology allows.

The use of proprietary encryption algorithms is not allowed for any purpose, unless reviewed by qualified experts outside of the vendor in question and approved by InfoSec. Be aware that the export of encryption technologies is restricted by the U.S. Government. Residents of countries other than the United States should make themselves aware of the encryption technology laws of the country in which they reside.

ENFORCEMENT

Any employee and/or volunteer found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

CUSTODIAN

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DEFINITIONS

Term	Definition
Proprietary Encryption	An algorithm that has not been made public and/or has not withstood public scrutiny. The developer of the algorithm could be a vendor, an individual, or the government.
Symmetric Cryptosystem	A method of encryption in which the same key is used for both encryption and decryption of the data.
Asymmetric Cryptosystem	A method of encryption in which two different keys are used: one for encrypting and one for decrypting the data (e.g., public-key encryption).

This Policy was approved and adopted by the Board of Fire Commissioners on 12-1, 2011, and shall take effect immediately. The policy shall also supercede any directives, memorandums, or other previously issued documents concerning EMAIL RETENTION.

By:

Samuel Micklus, Chairman

Attest:

Secretary