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Acting – Chief Information Officer

AGENCY CONTACT MEMORANDUM #2016-1002

To: Agency IT Leadership, Technical Contacts
From: Jim Barnhart 
Acting Chief Information Officer
Date: October 11, 2016
Subject: New Enterprise Email Encryption Product

Please be advised that a new email encryption product will be available with the Office 365 suite COT will begin rolling out early in 2017. This will offer an easy-to-use and less expensive encryption tool than the Entrust product employed in many agencies today. Entrust has been the enterprise encryption standard for a number of years, but due to the features and availability of the Office 365 alternative, we plan to migrate away from it over the next year. Entrust will still be available to agencies that use it for digital signatures.

Use of Microsoft encryption will improve the security of personally identifiable information and provide the capability to:

- Send encrypted email messages to anyone, regardless of the recipient's email address,
- Provide strong, automated encryption with a cost-effective infrastructure,
- Eliminate the need for certificates, and
- Use a recipient's email address as the public key.

Migration to Office 365 will be conducted in stages beginning in January 2017, as noted above. Until your specific cabinet is migrated, it should continue to use Entrust for encrypting email messages. Once Office 365 is installed, migrated agencies should begin using the Microsoft product.

Since Entrust-encrypted email can only be migrated to the Office 365 environment if it is first decrypted using Entrust, agencies with large stored volumes of encrypted email should work to ensure they decrypt and transfer only email warranting further retention. Agencies should rely on established records retention schedules and work with their legal staff and the Dept. for Libraries and Archives to ensure compliance with these schedules.

Additional information about the process of converting encrypted messages from Entrust to MS Office 365 is available at <https://cg.ky.gov/ky/SprtCtrHub/Office365/SitePages/EmailEncryption.aspx>. Should you have additional questions, please contact your agency [Business Relationship Manager](#).