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## MTRS Secure Data Exchange Standards

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### EXECUTIVE SUMMARY

The purpose of these standards is to provide a secure means of exchanging data between the MTRS and other Massachusetts state agencies, vendors and other such entities as may be required (hereinafter “the Recipient(s)”).

### CONFIDENTIALITY

All materials and information provided to the Recipient by the MTRS or acquired by the Recipient on behalf of the MTRS shall be regarded as confidential. The Recipients must take all necessary steps to safeguard the confidentiality and integrity of such materials or information. The Recipients must be able to ensure that all MTRS materials and information will be protected against breaches of security as defined by M. G.L. c. 93H, s. 1,, that all materials and information the Recipient obtains from the MTRS will be returned and/or destroyed upon the completion of the project, and that none of the information provided will be sold or otherwise transferred to any other party.

### THE STANDARDS APPLY TO

The standards apply to all MTRS employees, other Massachusetts state agencies, vendors and all data “Holders” as defined by G.L. c. 66A, s. 1, that are responsible for the transfer of data that includes electronic personal information, as defined by M.G.L. c. 66A, c. 93H, and Executive Order 504.



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## THE STANDARDS

- MTRS materials and information shall not be exchanged via unsecured email.
- MTRS materials and information must be exchanged via secure, encrypted methods only.
- The following applications and protocols shall be the only means by which MTRS materials and information may be transmitted to or received by MTRS:
  - **MTRS ShareFile** and/or **EOTSS MOVEit**. Files transmitted and received to/from Mellon Bank must be using the **WinSCP Application version 5.17 or higher** which uses the Secure File Protocol Transfer (SFTP). It is the responsibility of all parties to ensure that data exchange follows MTRS' secure file transfer protocol.
- An MTRS Secure Data Exchange Standards document requires signatures from MTRS's contract manager and the Vendor's contract manager before work begins.
- The Vendor must submit a "final certificate of destruction" of MTRS materials and information data upon completion of project terms.
- The Recipient will securely store and protect MTRS materials and information against unauthorized access, destruction, use, modification, disclosure or loss; and will disseminate them only to those persons and entities that reasonably require them to perform their duties.
- The data exchange standards do not relieve the Recipients from any duty to comply with the requirements of any applicable general or special law or federal law regarding the protection and privacy of personal information.

## RELATED DOCUMENTS

Primary references that were used in development of this policy include:

Executive Order 504: Security and Confidentiality of Personal Information.  
Executive Order 588 (Rescinding EO 504 and directing agencies to follow security policies established by the Executive Office of Technology Services and Security (EOTSS)).  
EOTSS IT policies, standards, and guidelines for Executive Branch agencies.

Additional information referenced includes:

M.G.L. c.32  
M.G.L. c. 66 §10 – Public Records  
M.G.L. c. 66A – Fair Information Practices  
M.G.L. c. 4, § 7, cl. 26 – Definition of Public Record  
M.G.L. c. 93H – Security Breaches  
M.G.L. c. 93I – Disposition and Destruction of Records

## REGULATIONS

- [PERAC Regulation 840 CMR 6.00](#): Standard Rules for Disclosure of Information



- [MTRS regulation 807 CMR 15.00](#): Confidentiality of Information

## DOCUMENT HISTORY

Version	Date	Change Description	Author	Next Review Date
V1.0	06/01/2009	Effective Date	D.Musto	
V1.1	05/15/2015	Standard Formatting Applied	D.Musto	
V1.2	12/4/2015	Policy revisions	S.Morgan/D.Wright/Jim O	Dec 2016
V1.3	01-01-2017	Revise to standards, Review and address changes	DWright/SMorgan	annual
V1.4	03-24-2017	Updated Regulation links	SMorgan	
V 1.5	01-01-2018	Changed Citrix Access Gateway to Citrix ShareFile product	DWright/SMorgan	Annual
V 1.6	01-01-2019	Annual Review, changes made re: Mellon, Citrix ShareFile and EOTSS Interchange	DWright/SMorgan	Annual
V 1.6	01-15-2020	Annual Review: Updated URL link for Confidentiality of Information	DWright/SMorgan	Annual
V 1.7	01-15-2021	Annual Review: Updated name changes to applications	DWright/SMorgan	Annual
V 1.7	02-24-2022	Annual Review	DWright/SMorgan	Annual
V1.8	03-19-2024	Annual Review minor changes. Updated PERAC Regulation 840 CMR 6.00 hyperlink.		
V1.8	04-10-2025	Annual Review	N. Chapman	Annual
V 1.9	04-29-2025	Update Legal Drivers	J. O'Leary	



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**ACCEPTED BY:**

**MTRS Project Manager**

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Date** \_\_\_\_\_

**Vendor Project Manager**

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Date** \_\_\_\_\_

**Date**  
 (Term of Contract) \_\_\_\_\_