



POLICY PULSE



Keeping the beat on MaineIT policy



Maine State Government
Dept. of Administrative & Financial Services
Office of Information Technology (OIT)

Data Exchange Policy

- 1.0. **Statement**
 - 1.1. The Office of Information Technology (OIT) adopts all necessary measures to ensure that data exchanges with Maine State information assets comply with all relevant Federal and State Laws, as well as the industry best practices of Privacy and Security.
- 2.0. **Background**
 - 2.1. The citizens of Maine trust their government with an immense cache of their data. It is essential for the State to reciprocate that trust with the best possible stewardship of that data.
 - 2.2. Quality information is critical to effective government decision-making and fulfilling the government's obligation to its citizenry. This often necessitates exchanging data amongst the various agency information assets, as well as with external sources of information. It is essential that such exchanges comply with all relevant Federal and State Laws, Regulations, Statutes, and Rules, as well as the industry best practices of Privacy and Security.

The [Data Exchange Policy](#) is a significant MaineIT policy impacting many users on and off the State network. This policy ensures that the data the public entrusts us with is protected with the rigor of all relevant government standards and regulations. The Architecture and Policy (A&P) team is making a major change to this policy to reflect best practices of data governance and to avoid confusion when implementing this policy.

Previously, the Data Exchange Policy did not clearly define when to transfer data using the **Secure File Transfer** (a way to move files to and from FTP accounts) or the **Maine Service Bus** (a data transfer platform that is more flexible in receiving and sending

data). The A&P team has improved the definitions within this policy, adding a new definition for "bulk data transfer." This will assist users on how to comply with the new standard.

"Bulk Data Transfer: This is where the entirety of the transferred data is captured into files of pre-defined structure. Further, the transfer mechanism involves optimizing the transfer time through compression, blocking, and buffering."

Furthermore, two added sections of the policy define when to use either of these methods: Secure File Transfer, or the Maine Service Bus (pictured right).

- 6.7. Any standing bulk data transfer happens through the enterprise Secure File Transfer service.
- 6.8. For any net-new, standing data exchange that is *not* a bulk transfer, the Maine Service Bus is the de-facto proxy. That does not mean that all net-new exchanges will be implemented on the Maine Service Bus. However, the burden of justification shifts to the non-use of the Maine Service Bus. Even when a data interchange service is hosted elsewhere, if it is consumed for Maine State Executive Branch business, it must be proxied through the Maine Service Bus. Please refer to the Maine Service Bus Handbook for further details.

The new version of this policy will be available on the [MaineIT policy page](#) on April 12th. Remember, you can visit the policy page anytime to view an easily accessible and sortable spreadsheet of all official MaineIT policies and standards. If you have questions about the content of this Policy Pulse, please contact the [Architecture and Policy team](#).