DATA PROTECTION

Problem
A great deal of our security focuses on keeping our devices secure, such as firewalls, anti-virus and system updates. While these are important ultimately most attackers are not after our organization’s computers or devices but the information residing on them. We have a tremendous amount of sensitive information that must be protected at all times.

Solution
Technology can only do one part in protecting our data. You are who we depend on to protect our organizations sensitive information. To ensure our data always remains secure, you are required to take the following steps whenever handling any sensitive information.

1. Always understand the sensitivity of the data you are working with. Any sensitive data stored on authorized portable devices, such as laptops, should be encrypted. Sensitive data may not be stored or processed on any unauthorized devices.

2. Never attach sensitive files when emailing people outside of our organization. In addition, you should never forward sensitive information to personal email accounts such as Gmail or Yahoo.

3. Never store or share sensitive information on public Internet or Cloud services such as Dropbox, Apple iCloud or Google Docs unless you have prior authorization from management.

Data Protection
Our information is our greatest asset; it is also the primary target for many cyber attackers. It is critical you follow the steps provided to help protect our sensitive information.
4. Be careful responding to any emails or phone calls in which someone is asking you to send them sensitive information. Always authenticate the person first using our approved procedures.

5. Always be careful when using USB drives or other mobile media. Only use authorized mobile devices the organization has approved. Never use devices such as USB drives you may have found, received as part of a promotion or received from strangers. In addition, whenever you connect mobile devices to your computer make sure you scan all contents on it with current anti-virus before opening any files.

6. Any sensitive information should be backed up on a regular basis using our approved procedures. If the device is lost, stolen or the data is corrupted you will be able to recover that data via the backup device. You should also always encrypt all backup devices as they are also often targeted by criminals.

7. Sensitive information should be securely wiped, erased or destroyed when it is no longer needed.

8. Do not install or use unauthorized software.

9. Never leave any sensitive documents unattended at your desk. Always secure sensitive documents when you leave them, such as locking them in a cabinet.

10. Always passwords protect your computer. This will help to ensure unauthorized personnel will not be able to access your computer or your confidential information while you are away.