ABC 2016 Fall Summit

Information Security

Handling Sensitive Information

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security.calpoly.edu
Data Security & Secure Shredding
Data Classification and Handling (Level 1)

- Personal Identifiable Information:
  - Passwords or credentials
  - PINs (Personal Identification Numbers)
  - Birth date combined with last four digits of SSN and name
  - Credit card numbers with cardholder name
  - Tax ID with name
  - Driver’s license number, state identification card, and other forms of identification (passports, visas, etc.) in combination with name
Information Requiring Special Protection (Level 1)

- **Medical Information:**
  - Health insurance information
  - Medical records related to an individual

- **Financial Information:**
  - Bank account or debit card information in combination with any required security code, access code, or password that would permit access to an individual's financial account
Data Classification and Handling (Level 2)

- Identity Validation Keys (name with)
  - Birth date (full: mm-dd-yy)
  - Birth date (partial: mm-dd only)
  - Photo (taken for identification purposes)

- Student Records
  - Grades
  - Courses taken
  - Schedule
  - Test Scores
  - Advising records
  - Educational services received
  - Disciplinary actions
  - Student photo
Data Classification and Handling (Level 2)

- Library circulation information
- Trade secrets or intellectual property such as research activities
- Location of critical or protected assets
- Licensed software
Do Your Part to Protect Sensitive Data

- Only use or store Level 1 or 2 Data when necessary
- Minimize storage of sensitive data
- Do not leave sensitive paper documents unattended
- When Printing or Scanning sensitive data, retrieve immediately
- Store paper documents in locked file cabinets in a secure location
- Properly secure file cabinets
- Shred sensitive paper documents or dispose of via secure disposal service offered by Facilities
Facilities offers shredding services
- Securely transports for destruction
- Handles shredding for your dept.

Department shredder
- Shred on the spot
- Reduce points of contact
Protect Yourself

Internet Security

- Anti-Virus Programs
- Strong Password
- Firewall
- Backups
- File Encryption Program
Report Incidents

- Immediately report lost or stolen electronic devices
- Immediately report any unusual or suspected information security incidents

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