ENCRYPTION

UCD INFORMATION SECURITY

1. ENCRYPT YOUR DEVICE

Encrypting your laptop and mobile device will help protect University information should your device get lost or stolen. How do you encrypt your device?

- Windows 10 Professional and Mac laptops now include Bit Locker and FileVault encryption as standard which can be used to encrypt these laptops. Window 10 Pro also includes a feature called "BitLocker to Go" which can encrypt removable USB devices.
- IOS and Android mobile devices include native encryption options.
- Just setting a PIN on an iPhone will encrypt the entire device, but make sure to use a strong PIN or password. More information on how to encrypt different types of devices can be found at this link: http://www.ucd.ie/itsecurity/encryption/staffencryption/
- Password info: www.ucd.ie/itsecurity/protectingyourinformation/chooseastrongpassword/

2. USE EDUROAM SECURE WIFI

For a secure connection, connect to either the University "Eduroam" Wi-Fi or the wired network.

- "UCD Wireless" is an open guest network accessible to anyone including members of the public and should be avoided when accessing confidential University Information.
- Information on Eduroam: www.ucd.ie/itservices/ourservices/getconnected/wirelessservices/eduroamatucd/

3. USE THE STAFF VPN

What is the VPN? The Staff Virtual Private Network places your device on the University network allowing you to access University all IT systems including Novell shared drives from anywhere as if you were on campus.

- Use the Staff Virtual Private Network (VPN) when travelling or accessing University information on an untrusted network, such as a café hotspot, airport, hotel or conference Wi-Fi.
- The VPN supports nearly all devices including Windows, Mac, iPhone, iPad and Android.
- Information on UCD VPN: www.ucd.ie/itservices/vpn/

4. ENCRYPT YOUR FILES

IT Services only support Novell shared drive for sensitive or confidential data. You should encrypt all confidential files before saving them to any of the University supported cloud storage options such as Google Drive or OneDrive.

- Microsoft Office programs such as Word and Excel have an option to encrypt files when saving them.
- WinZip has a utility to encrypt a number or files simultaneously.
- More information on encrypting files: www.ucd.ie/encryption
- Data Classification Guide: www.ucd.ie/itservices/ourservices/documentsandstorage/options/

5. SECURE FILE SHARING

Encrypt confidential files before sharing or sending them. **Once they are encrypted with a strong password, the information is safe should they accidentally go missing.**

- It is important that when sending encrypted files that you send the password separately. For example, if you email an encrypted file, then send the decryption password using SMS or phone the person directly.
- UCD File-Sender is a good alternative to email when transferring files as it has encryption.
- UCD File Sender: www.ucd.ie/itservices/ourservices/emailcalendarcollaboration/documentsharing/heanetfilesenderservice/

WWW.UCD.IE/ENCRYPTION