IT Security and you.

In UCD, we generate, manage, and are entrusted with private, confidential, and sensitive information.

The University is committed to protecting the confidentiality of all our information and ensuring that information is accurate, complete & available for appropriate uses. This document provides an overview of your role as a staff member in ensuring the security of UCD information.

Simple ways to protect yourself, your computer, and UCD information.

At the end of every day **Lock it up.** **Put it away.**	Lock your screen by pressing ⊞+L whenever you leave your desk. Shut down your PC at night. Shred or secure confidential materials. Collect print jobs immediately. Store your data on a secure UCD network service.	
Every Tuesday	Check your Antivirus and updates. Run a full scan overnight. Back up local data. Delete unneeded data.	
Once a Quarter.	Change your UCD Connect and admin password. Check your security updates status. Run a healthcheck.	
New and Old	Make sure a new computer has an admin password, Sophos, and firewall configured. Make sure all computers are wiped before redeployment or disposal. Use only tools specified and approved by IT Services- these are tested for effectiveness.	
Your Laptop and other mobile devices	Every time you leave your device consider what can't be replaced if you lose it. Use a laptop lock. Keep it in the car boot. If you manage confidential data, get it encrypted, and configure security features on mobile devices.	

Your Password	Your UCD Connect account is for your own use only. Never share a password with anyone, even IT Services. If you think your account has been misused, contact IT Services immediately. Think pass*phrase*, not pass*word*- 12 characters with some numbers and punctuation. Have separate passwords for different types of system. Never mix personal and work passwords. Never use a password for a confidential system anywhere else.
Your Online "Shadow"	Control your social network presence. Limit the data you make available. Assume that when you put it online, it's there forever.
Your email	Configure your client securely. Check that sent emails are stored on the network. Never email confidential data unless encrypted. Use a recommended tool to encrypt data. Never email passwords or credentials.
Phishing and Scams	Beware of confidence tricks and unexpected emails. Every scam has a story. Every scam breaks a rule. Every scam has a deadline. Pay attention, take time to decide, listen to your misgivings, and check with a colleague.

Your Screen and printed materials.	Visible is available- hide your screen from public view. Print to PIN if available– some printers support protected stored jobs. Never leave confidential data unattended. Pick up print jobs immediately. Use confidential waste disposal or shred material you no longer need.
Seek help	If your computer acts differently. If your computer's performance changes or is unacceptable. If you think data has been compromised. If you think data is inappropriately available.
Records and Confidentiality	Know what kinds of material are confidential. Only process confidential material it on a secure UCD computer. Don't transfer outside UCD without authorisation from the owner. Don't circulate within UCD unless the recipient is also authorised appropriately. Remember- confidentiality markings decide only how to handle material within UCD- they have no relevance in deciding the release of data under Data Protection, or Freedom of Information legislation.

Please read this document carefully.

All UCD staff with access to sensitive data must read this leaflet and be familiar with its contents. It is intended as a guide to policy, which can be reviewed in greater detail at the web address below. All users are responsible for their own compliance with policy, and data owners and managers are responsible for ensuring that users in their area are aware of IT Security policy.

For more information see: **www.ucd.ie/itservices/itsecurity**

UCD IT Services
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Deciding what's confidential- guide to classifying information.

	Strictly Confidential	Confidential	Controlled (Internal)
Legal Requirement	Where protection of data is required by law or regulatory instrument.	Where UCD has an obligation to protect the data.	Where no specific requirement defining sensitivity exists.
Examples	*Sensitive personal data.*	*Personal data, data held under contract obligations.*	*Academic statistics.*
Reputation Protection	Disclosure damages UCD's reputation, or the privacy of the individual.	Disclosure could cause harm to the reputation of the University.	Low risk of embarrassment or reputational harm.
	Exam papers, research subject data.	*Exam results, research results.*	*Project memos, staff e-mails.*
Commercially Sensitive	Disclosure may have serious or long term negative financial impact on the University.	Disclosure may have short term financial impact on the University.	Disclosure would have little or no financial impact on the University.
	Competitive proposals, sensitive research records. Some commercial agreements.	*Future management decisions, research funding information, detailed budget planning.*	*Published budgets, financial records.*
Other Risks	Information which provides access to resources, physical or virtual.	Smaller subsets of protected data from a school or College.	General university information.
	Passwords and other sensitive access credentials.	*Detailed operating procedures, procedure documents.*	*Internal Operational manuals, personal directory data, past exam papers.*

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