



## Privacy & Security for Working Remotely

### Protect Confidential Information

- 1) If others are in your home, keep your work in the most secluded, secure place, like a closed room
- 2) All information that is not officially public is confidential, particularly if it is about identifiable individuals, including student records, grades, and most HR and financial information
- 3) Only share confidential information with faculty or staff who need it for University work

### Electronic Records – Files And Documents

- 1) Ensure your devices have up-to-date security, including firewall, patches, anti-virus and anti-spam. Review and implement the security practices set out by [University Information Technology Services](#)
- 2) Keep confidential information on secure University systems; not on home devices you use for work
- 3) Encrypt information you can't keep on secure University systems; eg. on an encrypted USB key or drive
- 4) Access work, files, and documents only on [authorized, secure University systems](#) with encrypted connections to MS Teams, [O365 email](#), & approved apps
- 5) Protect all of your devices, accounts and log-ins with strong passwords
- 6) Log off from systems when you are no longer using them
- 7) Lock or shutdown devices when you leave, and set all devices to lock after 5-10 minutes of inactivity

### Privacy And Security Problems

- If you suspect a security problem or issue, immediately [contact your IT help desk](#)
- Privacy issues; immediately contact the Freedom of Information and Protection of Privacy Office (FIPPO)

## Follow The Excellent University Remote Work, Security And It Guidance

**At:**

[IT security](#), [Records Management](#), [Human Resources](#), [Video Conferencing](#), [Educational Technology](#), and [ITS](#) The [FIPP Office](#) is working remotely.

**Please call or e-mail us for privacy or access questions**

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