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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