



## Data Security and Your Responsibilities

**AN EXECUTIVE SUMMARY AND "TOP TIPS" TWO-PAGER PREPARED FOR SEAS.  
AS ALWAYS, YOU ARE RESPONSIBLE FOR FOLLOWING U.VA. POLICIES AND  
PROCEDURES IN FULL. LINKS ARE PROVIDED.**

Data security is an important topic at the University of Virginia. It is every computer user's responsibility to ensure that any institutional data you use is safeguarded properly as unauthorized release of data can have significant costs to the University.

### Your Responsibilities

1. Ensure that you have followed the ITC requirements for securing electronic devices:  
<http://itc.virginia.edu/security/device-requirements.html>
2. Ensure that all highly sensitive data has been removed from your computer and storage media.
3. Secure all data on your computer to the standard required by the highest level data that you use. For example, if you use moderately sensitive data, then all data on your computer must be treated as such, even if some of it is classified at a lower level.
4. Highly sensitive data must not to be transmitted via email or other messaging services. This type of data should not be transmitted via fax unless the receiving fax is in a restricted-access location, the recipient has been alerted to the pending transmission and is available to pick it up immediately.
5. Moderately sensitive data may be transmitted via email although it is strongly recommended that you use an encrypted method of transmission if the data is legally protected (ex. Student grades or University ID numbers).
6. Printing of highly and moderately sensitive data is not permitted unless the printer is securely configured and someone authorized to see the data is available to pick it up immediately.
7. Immediately report any suspicious activity on your computer or device and the theft or loss of your computer or device.

***see next page for definitions and links***

## DEFINITIONS

**Highly Sensitive Data:** Highly sensitive data currently include personal information that can lead to identity theft if exposed and health information that reveals an individual's health condition and/or history of health services use. Some examples of highly sensitive data include: social security numbers; state drivers license or ID card numbers; passport numbers; financial account numbers, including credit/debit card numbers; and certain types of health information that can reveal an individual's medical condition or history of medical services use. This type of data may be covered by federal and/or state laws. **You must obtain the Dean's approval in order to store this type of data on your workstation or laptop!** Please hand-deliver your written request to M. Rosen [Rm. A-112 Thornton Hall] for processing.

**Moderately Sensitive Data:** Moderately sensitive data is any data that is not explicitly defined as highly sensitive, but is not intended for public release. Some examples include: University ID numbers; Family Educational Rights and Privacy Act (FERPA)-protected student information such as grades. This type of data may be covered by federal and/or state laws.

**Not Sensitive Data:** Not sensitive data is data that is intended for public release. Examples include: data intended for a public web site; all information in the University's Data Digest; data accessible through the University's online directory (People Search).

## REFERENCES

<p><u><a href="http://www.itc.virginia.edu/security/dataprotection/">U.Va. Institutional Data Protection Standards</a></u> <u><a href="http://www.itc.virginia.edu/security/dataprotection/">http://www.itc.virginia.edu/security/dataprotection/</a></u></p>	<p><u><a href="http://www.itc.virginia.edu/security/device-requirements.html">Information Technology Security at UVa Requirements for Securing Electronic Devices includes laptops, desktops, printers, phones</a></u> <u><a href="http://www.itc.virginia.edu/security/device-requirements.html">http://www.itc.virginia.edu/security/device-requirements.html</a></u></p> <p><u><a href="http://www.itc.virginia.edu/csd/secnet/Rules/msn-responsibilities.html">User Responsibilities for Machines on the U.Va. More Secure Network</a></u> <u><a href="http://www.itc.virginia.edu/csd/secnet/Rules/msn-responsibilities.html">http://www.itc.virginia.edu/csd/secnet/Rules/msn-responsibilities.html</a></u></p>
<p><u><a href="http://www.itc.virginia.edu/security/highlysensitivedata/">Electronic Storage of Highly Sensitive Data policies</a></u> <u><a href="http://www.itc.virginia.edu/security/highlysensitivedata/">http://www.itc.virginia.edu/security/highlysensitivedata/</a></u></p>	<p><u><a href="http://www.itc.virginia.edu/security/riskmanagement/">Information Technology Security Risk Management (ITS-RM) Program (info &amp; forms packet)</a></u> <u><a href="http://www.itc.virginia.edu/security/riskmanagement/">http://www.itc.virginia.edu/security/riskmanagement/</a></u></p> <p>Questions on IT-SRM Initiative-- send to: <a href="mailto:its-rm@virginia.edu">its-rm@virginia.edu</a></p>
<p><u><a href="http://www.virginia.edu/recordsmanagement/">Records Management Web Site</a></u> <u><a href="http://www.virginia.edu/recordsmanagement/">http://www.virginia.edu/recordsmanagement/</a></u></p> <p><u><a href="http://infotech.seas.virginia.edu/recordsmgmt/RecordsMgt-Handout05142009.pdf">Handout: Records Management: The Basics, Intermediate and Electronic</a></u> <u><a href="http://infotech.seas.virginia.edu/recordsmgmt/RecordsMgt-Handout05142009.pdf">http://infotech.seas.virginia.edu/recordsmgmt/RecordsMgt-Handout05142009.pdf</a></u></p> <p>Questions on Records Mgt -- send to: <a href="mailto:records@virginia.edu">records@virginia.edu</a></p>	<p><u><a href="http://www.virginia.edu/ssninitiative/">The University SSN Initiative (info and report templates)</a></u> <u><a href="http://www.virginia.edu/ssninitiative/">http://www.virginia.edu/ssninitiative/</a></u></p> <p><u><a href="http://www.itc.virginia.edu/security/identityfinder/">Identity Finder (Instructions &amp; Download Info) Software for Locating Personal Information including SSNs</a></u> <u><a href="http://www.itc.virginia.edu/security/identityfinder/">http://www.itc.virginia.edu/security/identityfinder/</a></u></p> <p><u><a href="http://www.virginia.edu/ssninitiative/policies.html#forms">The Request for Approval to Use Social Security Numbers Form Download item#2</a></u> <u><a href="http://www.virginia.edu/ssninitiative/policies.html#forms">http://www.virginia.edu/ssninitiative/policies.html#forms</a></u></p>
<p><u><a href="http://www.itc.virginia.edu/policy/">University of Virginia Information Technology Policies</a></u> <u><a href="http://www.itc.virginia.edu/policy/">http://www.itc.virginia.edu/policy/</a></u></p>	

Questions? call: 924-1414 M. Rosen (Rev: 20101209)