



SAFE COMPUTING

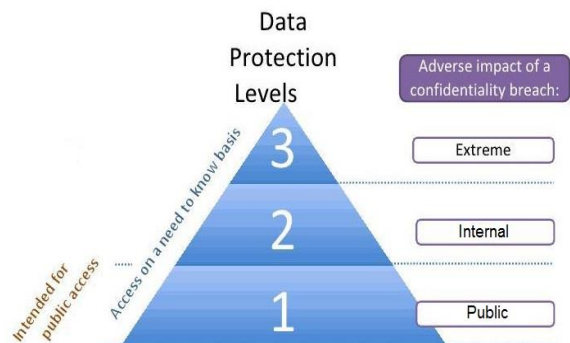
Subject: Sensitive Data Computing Practices

To: Computer Users

Date: April 2, 2015

From: Information Security

- Familiarize yourself with the data classification policy (<http://go.middlebury.edu/dcp>).
- Know what personally identifiable data is and when and how to use it.



- Know the regulations you must abide by: PCI, FERPA, HIPAA, etc.
- Maintain strong and unique passwords.
- If you are a data owner ensure the access rights to your data are current.

- Store only necessary data. Delete or redact data that is unnecessary.
- Be thoughtful about where you are storing sensitive data.
- Not all data can be stored. Some data must be deleted or never collected.

