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.