

CTIS Connection

Information Technology Services at Purdue University Calumet

Security Tips for Campus and Home

This is the fourth in a series about Internet Security during National Cyber Security Awareness Month.

Have you ever said any of the following?

- “My office is locked so I don’t need to shut my computer off.”
- “I’m only leaving for a minute; no one will bother my computer.”
- “Just e-mail me the confidential file; it is addressed to me so no one else will get it.”

If you are like most people, you have said these or similar things to yourself. These statements may hold true. But ask yourself this: would you leave your wallet sitting on a sales counter because you forgot an item just one aisle away? Probably not. That is because of the risk of theft. You may think that because no one is going to steal your physical computer your files are safe. In fact, this is not true.

Here are some tips to help you secure your personal data:

- Use encryption when sending files through e-mail or over the Internet. Without this it could be like using a cordless telephone and hearing your neighbor’s telephone conversation bleeding through the lines.
- Store confidential files on network drives rather than on the hard drive. Your hard drive is much easier to “hack” into.
- Lock your workstation when you leave it, even for only a minute. You may see someone in the hall and be gone longer than expected.
- Due to federal regulations, do not store student’s social security numbers on your computer, network drive, or any other drive or form of media. Delete any files that contain social security numbers immediately or contact CTIS to come to your office and assist you.
- Reboot your computer daily. This will allow you to receive critical Windows and McAfee security updates as they are available on campus.
- Do not copy confidential files onto removable media (discs, flash drives, etc.) as they are easily lost or stolen. If you must, keep them locked in a secure location.

www.calumet.purdue.edu/ctis

Your feedback on our services is always welcome. Please send your comments to Customer Service Center at csc@calumet.purdue.edu.