Best Practices for Data Protection

Protecting the Financial and Personal Information of UK Students, Faculty, & Staff

Information Technology Services

The Problem

- Higher Education (HE) provides a “treasure chest” of information for cyber-attackers - from Social Security numbers & medical records to financial data & intellectual property
- According to estimates, HE accounts for approximately 20% of all breaches; only the medical sector is victimized at a higher rate
- Over 7-billion data records have been lost or stolen since 2013
- Data records are lost or stolen at the following frequency:
  - Over 53 records every second
  - Over 3,000 records every minute
  - Over 190,000 records every hour
  - Over 4.5-million records every day

Current State at UK

- Everyday, UK faculty & staff work with sensitive information:
  - Social Security Numbers
  - Credit Card Numbers
  - Health Information
  - Student Information

- Best practices aren't always followed… have you ever:
  - E-mailed sensitive information to someone?
  - Kept a spreadsheet with it on your laptop or an external drive?
  - Given a computer to someone without securely wiping the hard drive?

- All of these actions put sensitive information at potential risk.

Best Practices
Electronic Storage & Disposal

- Do not transmit sensitive information via e-mail or the Internet unless the connection is secure or the information is encrypted.
- Do not store sensitive personal information on a laptop computer/desktop computer's hard drive, USB drive, or other storage media.
- Do not copy sensitive personal information from UK systems unless legally required.

Best Practices
Physical Storage

- Lock your computer when unattended.
- Shred sensitive personal information when it is no longer needed.
- Do not discard sensitive personal information in the trash.
- Securely wipe the hard drives of computers before transferring or decommissioning them.

Need Help? 218Help@uky.edu

Need to report a security incident? security@uky.edu

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