Email & Data Security Training

9/25/2019

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Agenda

- **Phishing Emails**
  - Identifying a suspicious email
  - What to do
  - What not to do
- **Securing Your Data**
  - How to secure data on your device
  - K-12 student/parent data
- **Data Security While Traveling**
  - Identifying sanctioned countries
  - Travel security guidance for your electronics
  - Responsibility while mobile

Identifying Phishing Emails

- **How do I identify phishing/spam emails?**
  - Look at the “from” full address that displays, not just the display name of the person- does this look like a valid address
    - As an example from emails that were going around in the spring
      - Carole Basile <carolebasile223@gmail.com>
    - If viewing on your phone, you typically only see the display name - to view the email address it is from just click on the name
- **What do I do if I receive a phishing or suspicious email?**
  - **Do not** click on any embedded links contained in the body of the email
  - **Do not** reply to the email - if you do happen to reply, do not include any personal information such as a phone number
  - **Do not** forward the email to anyone - this expands the risk of potential malicious activity
  - If unsure if the email is legitimate, call the person it appears to be from to verify validity when possible

. https://getprotected.asu.edu/ https://getprotected.asu.edu/information/phishing

Reporting Phishing Email

- **How do I report a phishing/spam email?**
  - Report the email by sending the internet headers of the email to UTO
    - Copy all of the text that appears in the Internet Headers box and paste into a new email. Send the new email to infosec@asu.edu with the subject line: Phishing Email
- **How do I locate the email internet headers?**
  - Outlook on Windows Computer:
    - Double click on the original email - Select File in the upper left corner - Click on Properties - this will open a new window and at the bottom you should see Internet Headers
  - Outlook on Mac Computer:
    - Right click on the original email - Select View Source - this will open a new window
  - Other Email Applications:
    - Visit this link for support with other email applications:
      - Trace an email with full internet headers

Data Protection/Security

- **Securing your data**
  - Never walk away from computer/phone/tablet without locking screen
  - Do not store sensitive or personally identifiable data on computer
  - Use ASU approved storage methods: Dropbox, OneDrive, secure storage
    - If you have questions on approved storage for specific types of data, review the ASU Data Handling Matrix
  - Ensure device is encrypted (all ASU issued equipment is encrypted)

- **K-12 student/parent data**
  - Do you ever request district/school for data? For what purpose?
  - Be aware of student directory/video permissions - have parent's denied permission to have their student video taped?

- **Security review process for software/hardware purchases**
  - Software – includes paid and free versions of all software
  - Hardware - includes most hardware, exceptions for devices that cannot operate without another device - such as mouse, keyboard.
  - Request by sending email to edops@asu.edu
    - Include name of hardware or software, reason for request, how it will be used, data elements that will be collected/entered into system (will there be sensitive or personally identifiable information), level/version/plan type requested, other relevant information to help us with review
  - You may also work with your Business Office contact for these items, and they will contact us regarding the required security review documentation

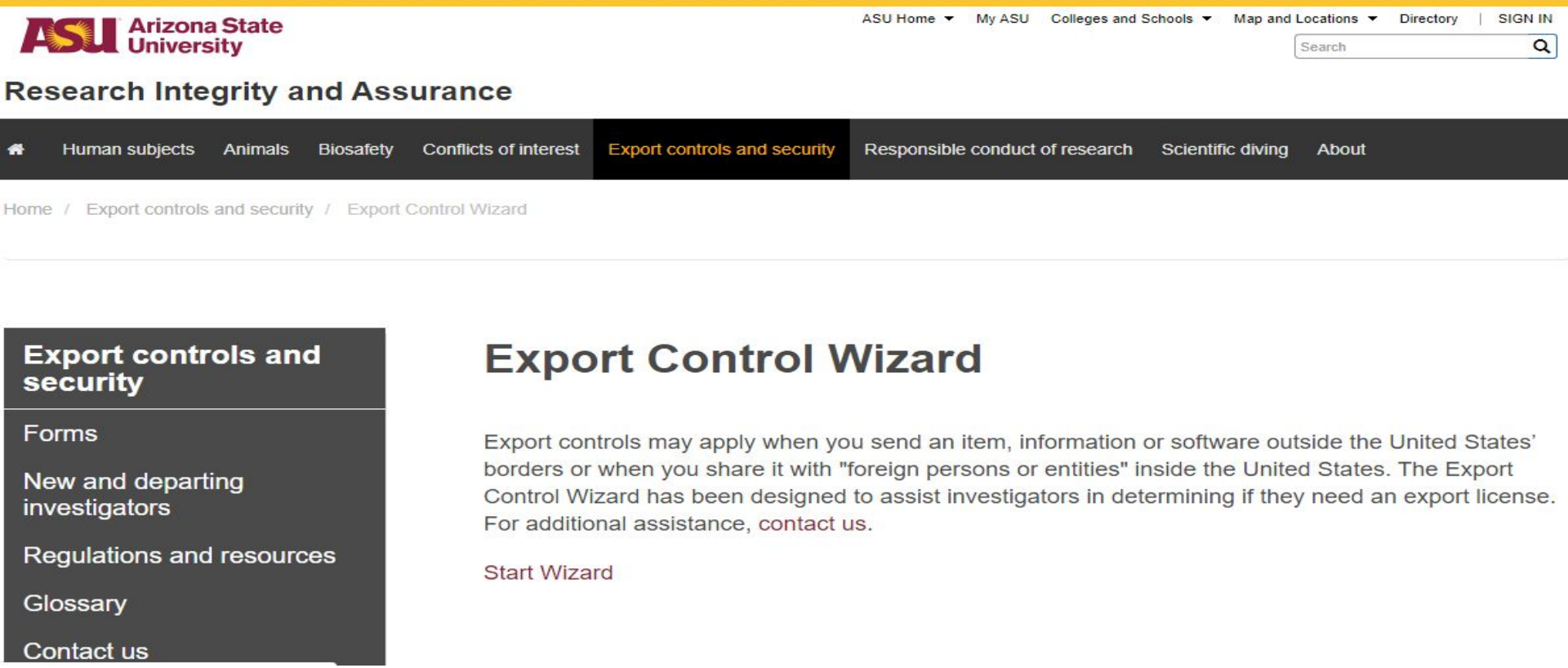
Data Security While Traveling

- Identifying sanctioned countries
- Export Control Wizard
- Travel security guidance for your electronics
- Responsibility while mobile

Sanctioned Programs and Countries

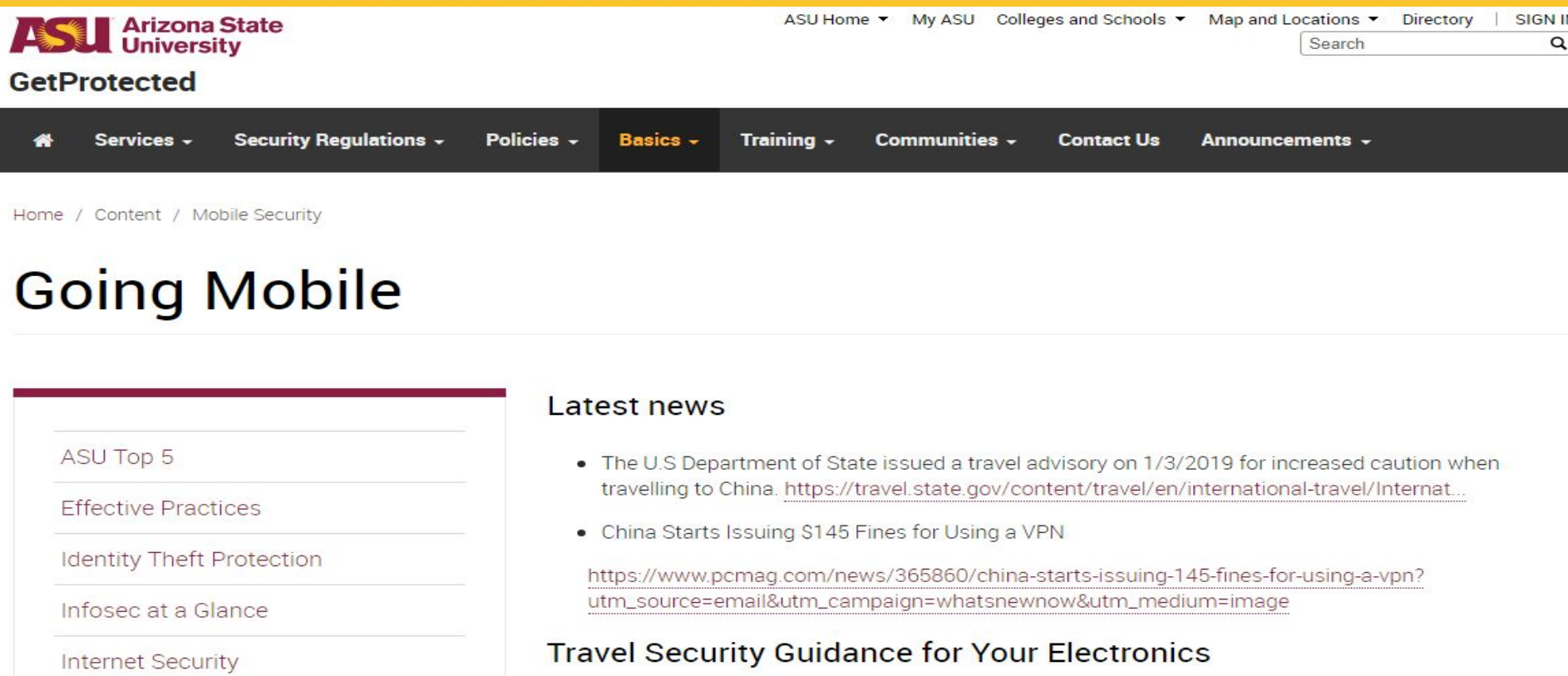
https://www.treasury.gov/resource-center/sanctions/programs/pages/programs.aspx

Export Control Wizard



https://researchintegrity.asu.edu/export-controls-and-security/export-control-wizard

GetProtected's Going Moblie



https://getprotected.asu.edu/content/going-mobile

Travel Security Guidance for Your Electronics

- Ensure your equipment is encrypted prior to your departure.
- Remove sensitive data you don't need.
- Take a loaner or alternate device that contains no data and then wiped clean upon return.
- Always use a VPN when connecting to any ASU or other sensitive resources

Travel Security Guidance for Your Electronics

If your laptop is lost or stolen, immediately report the loss or theft to ASU Information Security Office at infosec@asu.edu

With Mobility Comes Responsibility

It is everyone's responsibility

to keep sensitive information

secure and confidential.

With Mobility Comes Responsibility

Arizona State University

Data Handling Standard
Information Security Office

Purpose

ASU's Information Security Policy requires controls to manage risks to the confidentiality, availability, and integrity of University information. This standard defines the controls required for handling all University managed information. These required controls represent a minimum standard for protection of University information. Additional controls required under applicable laws, rules and regulations or standards governing specific forms of data (e.g. health information, credit cardholder data) may also apply.

The goals of this document are to (1) identify classifications of information handled at the University, and (2) define requirements for handling all data including Sensitive and Highly Sensitive data.

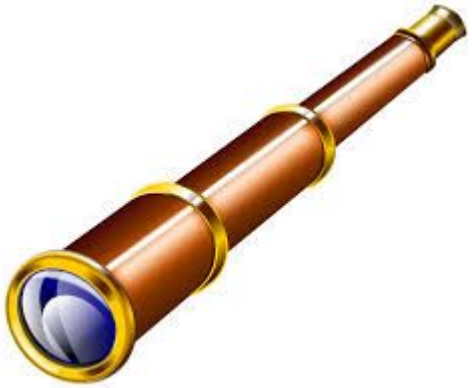
Applicability

This Standard applies to all users of ASU's computing, internet, and communications resources, including all students, faculty, staff (including student employees), courtesy affiliates, contractors, vendors, consultants, temporary and other workers for ASU and Component Units (Users). This standard applies to all information handled by University employees, and University affiliates, contractors and vendors. Each such entity and individual who creates, collects, records, organizes, stores, adapts, alters, retrieves, uses, processes, has access to, transfers, discloses, administers and/or destroys University information is responsible and accountable for compliance with this standard. University information includes but is not limited to information about prospective, current, and former students, and employees, and other University affiliates, research data, and intellectual property.

https://docs.google.com/file/d/0B7bqVGx3GJQbM2JwMFlkdl91clk/edit

GetProtected's Additional Information

- Using public Wi-FI and hotel internet
- Mobile Device Security Checklist
- Links to FBI's Business Travel Brochure
- Portable Storage Devices Security Checklist



Send questions to:

edops@asu.edu

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