
From: UGA Business Services info. <BUSINESS-SERV-L@LISTSERV.UGA.EDU> on behalf of Chad Cleveland <cleveland@UGA.EDU>
Sent: Thursday, January 26, 2012 9:04 AM
To: BUSINESS-SERV-L@LISTSERV.UGA.EDU
Subject: Information from UGA Office of Information Security: International Data Privacy Day

Please see the message below being sent on behalf of the Office of Information Security. This information was also posted to the BAAF listserv.

Dear Colleagues,

International Data Privacy Day is a yearly celebration to promote awareness about privacy and best privacy practices. The UGA Office of information Security will recognize Data Privacy Day on Friday, January 27, 2011.

As part of our activities we are reaching out to groups on campus to share some tips and suggestions regarding data privacy best practices.

The tips and best practices listed below can be very helpful in protecting your privacy as well as the privacy of others:

1. Password protect all documents on your computer that contain sensitive information. For more on what is considered sensitive information, visit the Information Classification Standard:
https://infosec.uga.edu/policies/classification.php#sensitive_info
2. Lock your computer desktop when you are away from your machine, even if just for a minute or two.
3. Double check any documents you plan to recycle. If they contain sensitive information, shred them instead.
4. Empty your desktop recycle bin as soon as you delete unnecessary or obsolete documents that contain sensitive information.
5. Think before you connect - be mindful of the risks associated with being online. If your computer contains sensitive information you should connect with appropriate safeguards in place, or consider connecting to the Internet from a different computer.

If you are not sure if you have adequate protection in place to safeguard your privacy as well as the privacy of others, seek assistance. Contact your nearest IT professional, the UGA Office of Information Security, or consult online resources.

For more information about International Data Privacy Day, related events and resources, please visit

<http://www.staysafeonline.org/dpd>

If you are interested in learning more about protecting data and maintaining privacy, the UGA Office of Information Security will begin offering regular Basic Security Boot Camps later this year. These boot camps will cover basic security requirements for UGA and techniques for safer computing and internet use such as; how to encrypt an email message using Outlook, how to password protect a document, tips for securing your browser, advice for staying safe online and more. For more information on the Basic Security Boot Camp, contact the Office of Information Security at sate@uga.edu.