# The Four Quadrants of Security Protection

## Protect Data
- Treat University data with utmost care and confidentiality
- Know the legal regulations that apply to your data:
- Store data only on your netfiles (network storage) account
  - [http://is.richmond.edu/accounts-passwords/netfiles/](http://is.richmond.edu/accounts-passwords/netfiles/)
- Do not store data on your PC or Laptop!

## Protect Access
- Read the IS Policies:
  - [http://is.richmond.edu/policy](http://is.richmond.edu/policy)
- Choose good passwords:
  - [http://is.richmond.edu/policies/technology/password-policy.html](http://is.richmond.edu/policies/technology/password-policy.html)
- Do not share your password
- Do not let others use your account
- Do not use your University password for other accounts on the Internet
- Lock your computer screen when you leave your desk

## Protect Identity
- Never give out more information than needed
- Do not e-mail sensitive data!
- Do not share data with parties outside of the University:
  - [http://is.richmond.edu/policies/general/responding-to-requests-for-information.html](http://is.richmond.edu/policies/general/responding-to-requests-for-information.html)
- Always authenticate the person with whom you are communicating
- Do not gather or store more information than needed
- All personally identifiable information should be kept on approved network servers
- Read more:
  - FTC: [http://www.ftc.gov/idtheft](http://www.ftc.gov/idtheft)

## Protect Computer
- Use the University supplied Anti-Virus:
  - [http://is.richmond.edu/helpdesk/virushelp.htm](http://is.richmond.edu/helpdesk/virushelp.htm)
  - For both faculty and staff home machines too!
- Do not open unexpected attachments
- Do not respond to spam e-mail
- Use a firewall
- Keep your computer patched
- Do not install unnecessary software
- Practice safe web-surfing
- Read more:
  - [https://www.cdt.org/privacy/guide/basic/tips.php](https://www.cdt.org/privacy/guide/basic/tips.php)

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When in doubt, please ask! Email: infosec@richmond.edu