Holiday Information Security Awareness Reminder

During the holiday season, crimes against electronic information (data) and property increase. Many of us will be traveling and away from the office. Because of this, it is important to take extra measures to protect yourself and UCSF electronic resources, including computers, mobile devices, and electronic information. The following are some tips and suggestions to reduce the risk of theft or loss.

**DO**

- Securely store all equipment that could be at risk of theft during the holiday break. (e.g. laptops, PCs, memory sticks, PDAs, cameras, cell phones, etc.).
- Use a computer cable lock.
- Put away any sensitive paper files.
- Lock all unattended offices.
- Back up your data and store your backups in a locked cabinet, drawer, or safe.
- Make sure your computer has all necessary software patches and updates, as well as anti-virus software and firewall protection.
- Log off or lock the screen when leaving your computer unattended.
- Shut down your computer when you are out of the office and do not need to access it remotely.

**DO NOT**

- Carry the only copy of your data on mobile devices.
- Carry restricted information, such as ePHI or other information such as account numbers, SSNs, and PINs on mobile devices.
- Leave office/security keys on desktops or in unlocked drawers.

**Remember to report any lost or stolen device immediately to the UCSF Police Department by calling (415) 476-1414.**

For additional tips and best practices, please visit the UCSF Information Security website at [http://security.ucsf.edu](http://security.ucsf.edu).

Have a safe and happy holiday season!

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