

The University is reminding the community of the importance of protecting our constituents' (students, alumni, faculty, administrators, etc.) sensitive information. While the University takes great precautions to protect any sensitive information that we have collected and stored in our centralized locations, it is **everyone's** responsibility to protect sensitive information in whatever form they may possess it.

Sensitive information includes social security numbers, names, addresses, education records, financial information; essentially anything that, if obtained by unauthorized individuals, could cause harm to the owner of the information, Hofstra, or both. See Hofstra's "Confidentiality and Privacy Agreement" and FERPA policy at [http://www.hofstra.edu/policies/policies\\_legal.cfm](http://www.hofstra.edu/policies/policies_legal.cfm).

Things you should consider to help keep confidential information confidential:

- Lock your workstation when you are not using it; an unattended workstation can give anyone access to the information under your responsibility.
- Never share your password. If you do share your password, or think someone has obtained your password, change it immediately. Also, notify your manager if you think your password been compromised.
- When disposing of any computer equipment contact the Computer Center to make sure everything is properly "cleaned" off the equipment.
- Be careful and safeguard any sensitive information you might store on any portable media like floppy disks, CDs, portable USB drives, or laptop computers. Remember, the information on that media is your responsibility, and if its lost or stolen, someone could easily gain access to private information.
- Exercise common sense judgment in securing Hofstra's confidential information. If you're uncertain of the sensitivity of a particular piece of information, contact your manager.

If you have any questions about safeguarding Hofstra's confidential information, contact IT Security at [ITSecurity@hofstra.edu](mailto:ITSecurity@hofstra.edu).