

Stanford University

INFORMATION PRIVACY AND SECURITY QUICK REFERENCE GUIDE

Overview

All of us share responsibility for protecting Stanford systems and data from unauthorized access.

Key Resources

- University Privacy Office - <https://privacy.stanford.edu>
- Information Security Office - <https://security.stanford.edu>
- Risk Classifications - <https://dataclass.stanford.edu>
- Minimum Security Standards - <https://minsec.stanford.edu>
- Verifiable Encryption - <https://encrypt.stanford.edu>

Roles and Responsibilities

Faculty and Staff

- 1) Understand the Low, Moderate, and High Risk Data classifications - <https://dataclass.stanford.edu>
- 2) Keep your laptop/desktop software up to date - <https://patching.stanford.edu>
- 3) Verifiably encrypt all of your devices used for Stanford business - <https://encrypt.stanford.edu>
- 4) Request a Data Risk Assessment for new systems handling High Risk Data - <https://dra.stanford.edu>
- 5) Backup your laptop/desktop - <https://backup.stanford.edu>
- 6) Watch the information security awareness video - <https://accounts.stanford.edu/manage>
- 7) Be vigilant for phishing and other social engineering schemes - <https://phishing.stanford.edu>
- 8) Report lost or stolen devices to the University Privacy Office - <https://privacy.stanford.edu>
- 9) Be familiar with security policies and HIPAA regulations - <https://security.stanford.edu>
- 10) Use "Secure:" in subject line to send High Risk Data via email - <https://secureemail.stanford.edu>
- 11) Use Medicine Box for PHI data storage and collaboration - <https://med.stanford.edu/box.html>
- 12) Leaving Stanford? - <https://departingpersonnel.stanford.edu>

Department Management

- Perform periodic monitoring and oversight to ensure faculty and staff roles and responsibilities are performed in compliance with policies and regulations.

Questions? Program Leadership Contacts

Information Security Office - <https://security.stanford.edu>

Chief Information Security Officer, Michael Duff - mjduff@stanford.edu or ciso@stanford.edu

University Privacy Office - <https://privacy.stanford.edu>

Chief Privacy Officer, Wendi Wright - wendiw2@stanford.edu or privacy@stanford.edu