# Overview

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

## Key Resources

- University Privacy Office - [https://privacy.stanford.edu](https://privacy.stanford.edu)
- Information Security Office - [https://security.stanford.edu](https://security.stanford.edu)
- Risk Classifications - [https://riskclass.stanford.edu](https://riskclass.stanford.edu)
- Minimum Security Standards - [https://minsec.stanford.edu](https://minsec.stanford.edu)
- Verifiable Encryption - [https://encrypt.stanford.edu](https://encrypt.stanford.edu)

## Roles and Responsibilities

### Faculty and Staff

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

### 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](https://security.stanford.edu)
Chief Information Security Officer, Michael Duff - mjdff@stanford.edu or ciso@stanford.edu

University Privacy Office - [https://privacy.stanford.edu](https://privacy.stanford.edu)
Chief Privacy Officer - privacy@stanford.edu