Information Security for New Employees

getprotected.asu.edu/neo
Introduction

Who am I?

- Information Security Office

Write this down

- infosec@asu.edu
- getprotected.asu.edu/neo
- Tina Thorstenson (CISO)
- 1-855-278-5080
- Mandatory quiz
Introduction

What we’re covering

• Sensitive information
• Virus protection
• Incident management
• Password management
• ASU computing policy
• “Internet of things”

Why you need to know it

• ASU is a large target
• We handle sensitive information
• Students/personnel depend on us

Who’s responsible
Everyone at ASU
Everyone who works at ASU is responsible for protecting University information and resources.

-ACD 125
Sensitive information

What kind of information?

• Social Security numbers
• Financial information
• Credit card numbers and transactions
• Health and insurance records
• Grades and transcripts
• National security/Defense-related data
• Export-controlled software/information
• Intellectual property
• … and more
Sensitive information

PII: Personally Identifying Information

Data Classification standard

- Public
- Internal
- Sensitive (includes PII)
- Highly Sensitive
Sensitive information

Don’t store it locally

• Tools available soon to remove unnecessary PII
• See Deskside Support staff for central storage options

Encrypt it in storage and transit

• Encrypt computer disk, mobile devices, backups
• Use VPN, encrypted services, encrypted wifi
• Never send sensitive information by email

Where to go for more

• Download software: myapps.asu.edu
• Information: getprotected.asu.edu/training/mobile
Virus protection

Antivirus software

- Enabled
- Regular updates
- Regular disk scans
- Real-time on-access scanning

Where to go for more information

- getprotected.asu.edu/software/antivirus
Virus protection

If you suspect a virus on your computer

- Disconnect from the network
- Verify your security software is up to date
- Scan your computer for viruses and delete them
- Restart your computer
- Contact your Deskside Support staff for follow-up
Phishing

What it is

- Deceptive message or content
- Aimed at getting sensitive information from you

What it looks like

- Could be email, Web pop-up, text, et c.
- Creates a sense of urgency
- May impersonate legitimate organizations

What to do about it

- Don’t do what it says!
- Check the getprotected.asu.edu phishing alerts page
- If it’s not there, follow the reporting instructions
Phishing

Congratulations, you have qualified for free Amazon Student Prime

From: Arizona State University
Reply-To: Arizona State University
Date: Monday, August 18, 2014 at 6:19 AM
Subject: Congratulations, you have qualified for free Amazon Student Prime.

As someone who is affiliated with Arizona State University, you’re invited to join Amazon Student. Get free, two day shipping on all your textbooks this semester by signing up!

Join for FREE and get:
- FREE Two-Day Shipping on millions of items, including most textbooks
- FREE release-date delivery on video games, DVDs, books and more
- Deals and promotions exclusively for Student Members

My Amazon Account

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Psychology Research make $150 to $650 dollars this fall

Hi, my name is Dr. Martha Evans and I'm doing this psychology Research study. I wanted to know if you would like to make $150 to $650 dollars for the Psychology Research at Arizona State University this up coming fall? We are looking for peoples who will like to participate in a scientific study of SEXOLOGY. If you are interested call my office at <number removed> or visit my office at 414 S. Mill Ave room 219. The research is looking to found out:

1) How much of people's attraction comes from their imagined ideal. 2) How much do touch, visual or hearing someone voice attributes to getting a person attention. 3) What are individual preference for beauty. 4) What role do money play and getting someone attention. 5) How do people respond to flirtation.
Phishing

Always check the address

One more thing! ASU will NEVER ask you to disclose personal information via email.
Incident management

In case of active hacking/abuse, or sensitive data
- Step away from the keyboard
- Contact Deskside Support and Information Security

In case of less critical incident
- Contact your departmental Deskside Support staff
  - If they advise you to, contact Information Security
    - Email infosec@asu.edu
- Follow basic antivirus procedure
Password management

DO:
• Choose a strong password
  • Easy to remember, hard to guess
  • 10/3 rule
    – At least 10 characters, 3 of the 4 types
• Change your password every 180 days
  • [asu.edu/changepassword]

DON’T:
• Don’t share your password
• Don’t let someone else use your account
ASU computing policy

ACD 125

- Computing, Internet, Electronic Communications
- You’re bound to it
- You’re responsible for keeping your stuff safe

Standard third-party contract language

- getprotected.asu.edu
- Financial Services
- Purchasing
- Information Security Office
“Internet of things”

Network-connected devices are vulnerable
- e.g., printers, cameras, game consoles, phones

Things you can do to secure your things
- Change the default password
- Allow/use only encrypted connections
- Patch/update routinely
- Disable/restrict network access/management

Mobile device protection
- Encrypt, label, lock, authenticate
- Use “find my device” services
Resources: People to Contact

Departmental Deskside Support Staff
• Access to systems, network drives, applications, data
• Computer assistance, including laptop encryption
• Software installation
• First-line problem-solving

Information Security Office
• Security training and consulting
• Compliance monitoring and reporting
• Incident response
Resources: Additional Training

Training & Development site
- cfo.asu.edu/cfo-training-development
- links.asu.edu/utotraining

Blackboard
- myasucourses.asu.edu
- Relevant topics
  - Information security awareness (mandatory)
  - Information security for Web developers
  - HIPAA
  - FERPA Refresher
Next Steps

Read

• **ACD 125**
• **Data handling standard**
• **Incident response standard**

Take the mandatory quiz
Take the training if you need it

getprotected.asu.edu.neo

Questions?