**IT Department Security Training Topics**

**For Data Users**

Background

*Explain why security is important (state laws, etc.) For more information, download the “Protecting Red-Hot Data” flippy book, located at* [*http://informationpolicy.iu.edu/global/resources/education/SensitiveDataFlippyBook2009.pdf*](http://informationpolicy.iu.edu/global/resources/education/SensitiveDataFlippyBook2009.pdf)

Topics to be Covered

*Let everyone know what to expect in the time allotted for the training session. Below are some areas that should be covered. All you need to know about these topics is covered in the flippy book (link above)*

*Data Collection*

*Retention*

*Secure Storage*

*Transmission by Hand*

*Transmission Electronically*

*Searching for Critical Information*

*About Social Security Numbers*

*Disposal*

*Authorized and Unauthorized Disclosures*

IU Policy DM01

*Topics in this section are specifically mentioned in IU Policy DM01, standards for management of Institutional Data (link:* [*http://informationpolicy.iu.edu/data/policies/DM01s*](http://informationpolicy.iu.edu/data/policies/DM01s)*) and listed in the “Policy Compliance Checklist” (link: ), whose Item numbers are referenced here.*

*Item 4.2: Responsibility for accuracy of data*

*Item 4.3: Accountability for specific uses of data*

*Item 4.12: Appropriate locations for storage of institutional data*

*Item 4.13: Social Security Numbers must not be used unless linking to other files*

*Item 4.14: Social Security Numbers must not be collected unless required*