MANAGING INFORMATION PRIVACY & SECURITY REMOTELY

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FOIP Liaison Officer (FLO) Meeting
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CAN YOU BELIEVE IT'S ONLY BEEN JUST OVER ONE MONTH........

How our personal and work lives have changed!
Working From Home .....
WHAT DO I NEED TO REMEMBER WHEN WORKING FROM HOME?

Manage It  Protect It  Secure It
MANAGING & PROTECTING INFORMATION REMOTELY
KEY MESSAGES

- Consider alternatives to paper approval processes
- Manage your information/records in “real time”
- Keep to the facts
- Identify an “office of record”
- Use “sharing” in Google Drive
- Adopt naming conventions
KEY MESSAGES - CONTINUED….

• Get rid of transitory records - its okay!
• Consult retention schedules
• Protect what you keep
• Ensure your home computer is secure
• Avoid printing if possible
INFORMATION SECURITY - THINGS TO THINK ABOUT WHEN WORKING REMOTELY

Someone figured out my password.

Now I need to rename my dog.
• Online/email scams - **WATCH OUT!!!**

• Make sure your computer is secure

• Make sure you are in a remote session - U of A Environment

• Make sure your devices are encrypted

• Transmit information based on its sensitivity
Protecting and Managing University Records When Working From Home
https://www.ualberta.ca/university-records-office/index.html
(NOTE: Scanned Signatures as Official Records, Tip Sheet for Naming Convention are links within)

IST Web Site (multiple guidance documents)
https://ist.ualberta.ca/working-remotely

University of Alberta COVID-19 web site
https://www.ualberta.ca/covid-19/index.html

OIPC Email Guidelines
More Helpful Links...

**Online Meetings and Classes**

**Securely Working From Home**
https://www.ualberta.ca/chief-information-security-officer/securely-working-from-home.html
Questions?