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- Never open e-mail attachments or links you don't re

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- Verify the caller.
  - Don't disclose sensitive information without approval.
  - Be careful of what information is left on other's voicemail.
  - Can anyone else hear your conversation?
  - Avoid asking for personal or sensitive information, unless required.
  - Contact the recipient of a fax prior to transmission.
  - Use fax cover sheets on all faxes and mark the transmission as "confidential".
  - Remove or mask sensitive information when faxing.
  - Know whether the fax machine is in a secured or public area.

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- Don't take patient or sensitive information home!
  - Don't leave mobile devices unattended, even for a few minutes.
  - Don't leave University equipment unattended in your automobile.
  - Secure University equipment when at your personal residence. You are responsible for protecting this equipment!

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- Ask for identification if someone you don't know is in your area.
  - Always shut down or log off of any system when not in use.
  - Protect your computer from power surges with surge protectors.
  - Use locks where possible.
  - Lock your doors when you leave your office and never lend your key to anyone.
  - Know who has access to your work area and computer.
  - Properly dispose or shred all documents that contain sensitive information when they are no longer needed.
  - Never leave sensitive information in plain view.
  - Never leave valuables unattended (Laptops, PDA's, books, etc.).
  - Always secure sensitive documents when not in use.
  - Always empty desks and cabinets before transferring ownership.

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Review & understand the University's Responsible Use of Information Technology Policy

([http://www.utoledo.edu/policies/administration/info\\_tech/pdfs/3364\\_65\\_05.pdf](http://www.utoledo.edu/policies/administration/info_tech/pdfs/3364_65_05.pdf)), which

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- Using University systems provides your consent to security monitoring, testing and administrative review.
- Users that violate this policy may subject to penalties and disciplinary action, both within and outside of the University.
- Communications made with University resources are generally subject to Ohio's Public Records Statute.

### **IT Security Policies**

IT Security Policies are located at: [http://www.utoledo.edu/policies/administration/info\\_tech/index.html](http://www.utoledo.edu/policies/administration/info_tech/index.html)