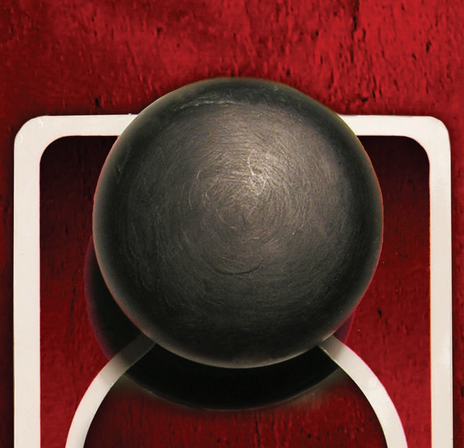
INFORMATION SECURITY AT HARVARD

Harvard Central Administration provides critical information and essential services such as payroll, benefits, human resources, directory, and student financial services for Harvard's community of faculty, staff, and students. Much of this information is confidential and some of it is High Risk Confidential Information (HRCI).

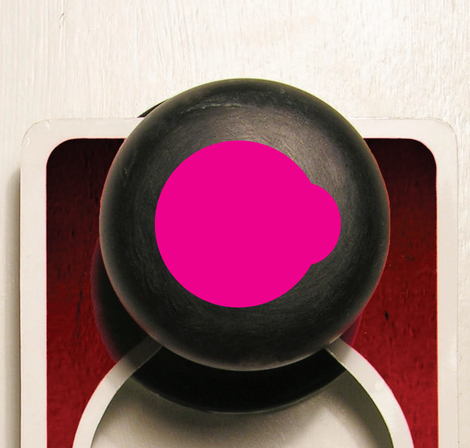
High Risk Confidential Information (HRCI) is protected by Massachusetts law. All HRCI users must take care when using this information and must be aware of their obligation to protect it. If you are authorized to work at home using confidential information you must be using a Harvard owned and managed computer with disk encryption installed.

See the list of Do's and Don'ts on this poster. If you have any questions, please visit www.security.harvard.edu or contact security@harvard.edu.



Harvard University
Information Security at Harvard
1350 Massachusetts Avenue
Holyoke Center - 565
Cambridge, MA 02138

⚠ PROTECT HIGH RISK INFORMATION



INFORMATION SECURITY AT HARVARD

DON'T

Store **High Risk Confidential Information** on your **Desktop** or **Laptop Computer, Cell Phone, or ANY Portable Device**

Open **SUSPICIOUS EMAIL** attachments

Reveal confidential INFORMATION

SHARE PASSWORDS

DO

Understand Harvard security policy and the law

Visit www.security.harvard.edu
Contact security@harvard.edu

Recognize **High Risk CONFIDENTIAL Information** (HRCI)

Securely remove and destroy HRCI

Obtain **CIO APPROVAL** to use High Risk Confidential Information

Use a Harvard computer to work with **Confidential information** at work and at home

Keep your **LAPTOP SECURE**

USE **SECURE PASSWORDS**

Sign a confidentiality agreement annually if required