



Take a second to be secure.

The Security Minute

A communication of the Longwood University Information Security Office

Read *The Security Minute* Online: www.longwood.edu/infosec

December 2010 & January 2011

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(RE) STRICT (ED)
PART IV

SECURITY SPOTLIGHT:
ERASE VS. DELETE

Security Spotlight:



Comparison of the Eraser Software, available through work order to the Helpdesk, Secure Delete function for Macs and the Delete Key on your keyboard.

	Eraser ©	Secure Empty Trash	Delete
Required to remove Restricted Data.	✓	✓	
Meets Data Removal Standards?	✓	✓	
Overwrites data immediately?	✓	✓	
Works on a Mac?		✓	✓
Works on a PC?	✓		✓

(Re) STRICT (ed)

Recapping the strict "How To's" of Handing sensitive electronic data.

Storing restricted data :



Keep On:
Non-Publically
Accessible, Longwood
Managed Servers.

Transmitting restricted data :

Carry On:
encryption is
required when
transmitting
restricted data
electronically.

**PLEASE SIGN
& DATE**

Print and fill out a form. Get acknowledgement and approval. Wait for a software install (TrueCrypt) and an extra password to forget.



-then-



Keep it On:
Desktop
Workstation,
Laptop, USB drive,
Mobile, etc.

Disposing of restricted data :

Move On: When you no longer need it move on securely.

5892 *Redaction:* delete some of the data so that a Social Security Number, like mine here, no longer looks/feels/represents an identity.

Secure Wipe: **Remove** the entire file with a software install and then a click of the mouse.

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(Re)STRICT(ed) is the final part of our four part series on Data Classification and Data Handling. Look for the rest of our series online at <http://www.longwood.edu/infosec/newsletter.htm>



The Security Minute is a monthly publication aimed at raising awareness of information security related issues and concerns. Please contact Jennifer Eckrote at 434-395-2034 or eckrotejl@longwood.edu.