

# Security Tips & Best Practices

Keeping your system and data secure by following good security practices can help others in the University community benefit from decreased risk. The following security best practices have been sorted based on your needs.

## How to be secure

### Secure Your Office

- When leaving, lock the door and keep unauthorized users away from systems.
- Keep all media containing confidential information in a secure place.
- Keep any paper records of passwords in a secure place.
- Turn computers off when leaving for the day or during extended periods of inactivity unless a special need requires that they are left on.

### Secure Your Computer

- Password-protect your screen saver in high traffic or insecure areas and on mobile devices. When changing your password, make sure you change it everywhere you may have your credentials stored.
- Close applications and log out when away from your computer.
- Mac and Windows computers come with built-in firewalls. Home users may wish to download and use Zone Alarm personal firewall software for Windows from Zonelabs, Inc. This is free for personal use.
- Keep systems updated with all of the current security patches. **Secure Your Data**
- Back-up systems thoroughly and often, and store your backups in a separate secure location. UIT provides Tivoli Storage Manager, a free backup service, for faculty and staff computers.
- Do not save sensitive information to portable drives. Be sure to encrypt sensitive data wherever it is stored.

### Secure Your E-mail

- Verify the contents of any email attachment before opening with the sender and never open attachments from unknown persons.
- Do not respond to any email with confidential information (username, password, social security number, etc.). Legitimate businesses will never ask for this information via E-mail.
- Delete messages that you no longer need - some common practices include emptying your trash and outgoing mail folders.
- Report spam or suspect messages to [security@uh.edu](mailto:security@uh.edu).