IT Support Staff Process for Finding and Protecting Sensitive Data with Identity Finder

Definitions:

Sensitive information

- social security number
- credit or debit card number

Critical information resource: An information resource housing confidential, sensitive personal or mission critical information which must have the following physical and technical safeguards implemented:

- Physical access granted only to authorized personnel.
- Protection from environmental hazards.
- Regularly completed backups of all files.
- Uninterrupted power supply (UPS).
- Relevant security patches installed.
- Anti-virus software installed and appropriately configured.
- Unnecessary and/or inactive accounts disabled or deleted.
- Vendor-supplied system passwords replaced with strong passwords.
- Audit/security logs enabled.

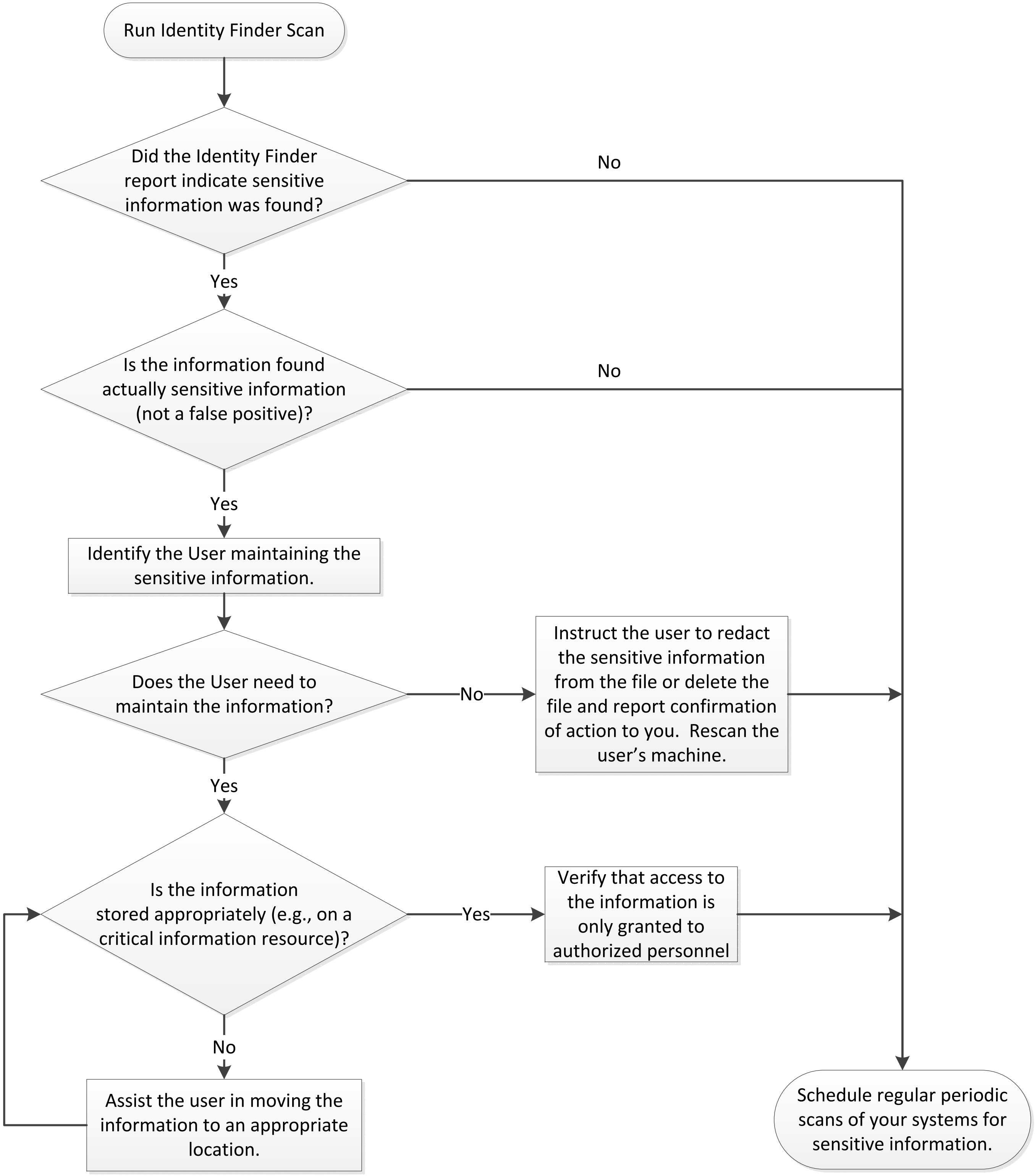
Appropriate Information Storage:

- University sensitive information should be stored on a critical information resource.
- University sensitive information should not be stored on removable or portable devices, or non-university devices.
- Non-university sensitive information should not be stored on university devices.

References:

1. Identity Finder Information – www.uh.edu/identityfinder

2. MAPP 10.05.03 (Proposed) – Data Classification and Protection www.uh.edu/mapp



Run Identity Finder Scan

Did the Identity Finder report indicate sensitive information was found?

Is the information found actually sensitive information (not a false positive)?

Identify the User maintaining the sensitive information.

Does the User need to maintain the information?

Instruct the user to redact the sensitive information from the file or delete the file and report confirmation of action to you. Rescan the user's machine.

Is the information stored appropriately (e.g., on a critical information resource)?

Verify that access to the information is only granted to authorized personnel

Assist the user in moving the information to an appropriate location.

Schedule regular periodic scans of your systems for sensitive information.