Information Security Awareness Training Presentation

For University of Florida Health Science Center Students
August, 2009

Agenda

- Introduction
- Laptop Security
- Email
- Peer to Peer File Sharing Software
- Accountability and Consequences
- Wireless Access
Protected Health Information (PHI)

Individually identifiable health information; health information combined with name, or med record #, or address, or key dates, or family members, or any other information that would personally identify the patient.

Protected by HIPAA

Identifiable Student Records

Individually identifiable student information; name or student ID or SSN or photo, in combination with grades, demographics, admissions, schedules, class rosters, financial, or any information needed and used by faculty and staff about our enrolled students, with the exception of campus directory information (name, email, phone, address, etc.).

Protected by FERPA
Personal Identification Information (PII)

Names combined with SSNs, or drivers license numbers or Florida IDs, or any Financial account numbers and access codes, or any other information that could be used to commit fraud using someone else’s identity.

Protected by Florida State Statutes

MUST Be Safeguarded Wherever it is Used or Stored

Personal Identification Information (of anyone including faculty, staff, vendors and clients)

Florida Statutes (Section 817.5681)
Logging, Monitoring and Your Electronic Footprints

Computer Activity Logging Establishes Accountability

Mock Data
Computer Activity Logging Establishes Accountability

### Patient Record Access Audit Log

**User Name:** Doe, Jane  
**XYZ Medical System**  
**Audit Period:** August 1, 2005 – August 31, 2005

<table>
<thead>
<tr>
<th>User ID</th>
<th>Medical Record #</th>
<th>Patient Name</th>
<th>Screen</th>
<th>Action</th>
<th>Date Accessed</th>
<th>Time Accessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jdoe</td>
<td>4876321</td>
<td>Hughes, L.</td>
<td>Demographic</td>
<td>View</td>
<td>8/1/2005</td>
<td>8:39 AM</td>
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<tr>
<td>Jdoe</td>
<td>5098906</td>
<td>Nash, O.</td>
<td>Health &amp; physical</td>
<td>View</td>
<td>8/1/2005</td>
<td>1:45 PM</td>
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<td>Lab</td>
<td>View</td>
<td>8/2/2005</td>
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<td>8/2/2005</td>
<td>2:15 PM</td>
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<td>8/3/2005</td>
<td>1:52 PM</td>
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<td>Yeats, P.</td>
<td>Demographic</td>
<td>Modify</td>
<td>8/5/2005</td>
<td>10:48 PM</td>
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Mock Data

Be Aware of Logging, Monitoring and Your Electronic Footprints
Consequences....

...for other users

• You could spread a virus or worm
  – Causing a sustained network outage
  – And productivity loss for other people
...for our Reputation

University of Florida police café: Police stole a university library's personal information in January: Allow more than happen to student rules and tests: A student's information to get a false student identification. The law enforcement says they are on charges of theft and passing fake checks.

While the details of the case were unknown, having a breach of private information at UF was a concern. The security department was quick and thorough in their response.

...for You

- Center of unwanted attention
- Temporary loss of network or computer access
- Disciplinary actions
- Suspension or expulsion
- Civil or criminal penalties
Laptop and Media Security...

Mobile Computer Risks

• High Risk of Theft
  – Motivation (Easily turned into cash)
  – Opportunity (Easily stolen)
Laptop theft

- Keep your laptop with you at all times
- If you ever do leave it, lock it up
- Register it with UPD
  - [http://www.police.ufl.edu](http://www.police.ufl.edu)
  - Online Personal Property Registration

PDAs & SmartPhones

- Timeout lock
- Passcode to unlock
- Remote wipe
- Encrypted transmission
- Labeled with contact info
Loss of Data

• Backup your files frequently!
  – CDRW, USB drive, floppy disk, Internet service
    (mozy, carbonite, crashplan, etc)
• Encrypt private data
  – Windows EFS, Truecrypt, OSX FileVault

Safeguard Your Removable Media

Label, Lock, and Encrypt
Malicious Software ...

Safeguard Your Password
Password Managers Can Be Helpful

- Use one strong password to secure all your others

Administrator Account

- Administrator can do anything on your computer
- Create a second 'limited' account
- Always use a password
- Only use Administrator to install software or change settings
- Turn 'guest' account off
- Check for 'help' accounts
Password protection...

Safeguard Against Malicious Software

- Viruses
- Spyware
- Adware
- Trojans
- Worms
- Rootkits
- Bots
How Do You Acquire Malicious Software?

- Downloading files from untrusted sources
- Receiving a file from an instant message
- Opening email attachments
- Being gullible

Friends
Did you get the Ecard?

```
From: egreetings.com <tdery@msa.hinet.net>
To: ivf@full.edu
Subject: [PAM] You've received a postcard from a family member!

Date: Thu, 12 Jul 2007 17:01:51 -0400

Hi, Family member has sent you a postcard.
See your card as often as you wish during the next 15 days.

SEEING YOUR CARD
If your email software creates links to Web pages, click on your card's direct www address below while you are connected to the Internet:
http://83.243.77.296/7c4b9bb65c631031ca4e4601d35e8d048
Or copy and paste it into your browser's "Location" box (where Internet addresses go).
We hope you enjoy your awesome card.

Wishing you the best, 
Postmaster
egreetings.com
```

Clicking a link in email

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Update All Your Software

- All software has bugs
- All software needs to be updated
- Check each app monthly

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Search Results

<table>
<thead>
<tr>
<th>ID</th>
<th>Date</th>
<th>Public</th>
<th>Name</th>
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<tr>
<td>VU8354009</td>
<td>11/04/2008</td>
<td>Adobe Reader and Acrobat util printl() JavaScript fu</td>
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<td>VU8354152</td>
<td>06/09/2009</td>
<td>Adobe Reader contains multiple vulnerabilities in the Adobe Reader and Acrobat Events() method(s)</td>
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<td>04/28/2009</td>
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<td>02/08/2008</td>
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<td>12/20/2006</td>
<td>Adobe Acro in violation of the Adobe Acro event handling code execution policy writes via special();</td>
<td></td>
</tr>
</tbody>
</table>
Antivirus

• Virus scanner that comes with a PC is usually just a short-term trial
• Getting updates is essential
• UF provides Mcafee ViruScan free:
  – www.software.ufl.edu/mcafee
  – Get a new version every year

OS AutoUpdate

• New Windows patches 2nd Tuesday of every month
• Turn on Automatic Updates
• Check with Windows Update
  – Sign up for Microsoft Update
• Don’t delay MacOS patches
Host Firewall

• Built into Windows XP SP2, Vista and MacOSX.
• Blocks access to your computer from the Internet
• Pay attention to Exceptions
  – Check after every new program install
Email is NOT Private....

1. Don't put anything in email that you wouldn't want to see in the Gainesville Sun

Email is Subject to:
- Public records request
- Investigations
- Court Orders

Microsoft Outlook
You've Got Mail®

Email attachments and links:
- spread virus' & worms
- install key loggers
- enable private data theft

2. Don't open email attachments, or click on links in email unless expected and from someone you trust.
Email is NOT foolproof…

Email type ahead feature:
- is convenient, but
- helps you breach confidential information

3. Check, then double check email recipients BEFORE pressing the SEND key.

Email is NOT always honest…

From: University of Florida [mailto:it_dept@ufl.edu]
Date: Monday, August 18, 2008 3:52 PM
To: Colleen Ebel [cebel@ufl.edu]
Subject: PLEASE, SECURE YOUR ACCOUNT IMMEDIATELY

August Update, 2008.
From: University of Florida Technical Support
We have just upgraded to the latest Webmail for your support and security. It is important that you login to your account immediately to make sure that your account information is still active and up to date.
To Login to your Webmail, follow the link below:
Click Here to Secure Your Account http://uf1.webmail.com/
Note that this message was sent to all University of Florida Webmail users and it is mandatory to follow. Failure to respond will result in loss of your access.
Kind regards,
Copyright c University of Florida, Gainesville, FL 32611
All Rights Reserved
-----End of Message

Email phishing scams:
- look official but aren’t
- entice you with gifts
- scare you into action

4. Never respond to email asking for your password or personal information. No legitimate org will ask you for this information on email. Delete phishing scam email.
Peer to Peer File Sharing Is Prohibited

Safeguard Data Before Disposal

- Confidential data can be recovered from media unless the media has:
  - had every sector over written with new data (requires special software), or
  - been degaussed (data destroyed with a large magnet), or
  - been physically destroyed
Report Suspicious Activity

• Reports suspicious incidents while at UF, especially involving UF computers or data
  – hscirt@health.ufl.edu

• Report crimes to Police
  – UPD: 392-1111
  – GPD: 334-2400
  – ASO: 367-4000

Information Security Contacts

• College of Pharmacy: Lane Blanchard, jlb1@ufl.edu and David Hemond, david@cop.ufl.edu

• UF HSC Information Security Office
  – http://security.health.ufl.edu
  – security@health.ufl.edu
Information Security Resources

• UF HSC Information Security Site
  [http://www.security.health.ufl.edu/]

• UF Privacy Site
  [http://www.privacy.health.ufl.edu]

• Microsoft Security
  [http://www.microsoft.com/athome/security/]

Accessing hnet-public Wireless

https://security.health.ufl.edu/wireless/

1. Need to login with your Gatorlink Id and password to access
2. Laptop must have up to date antivirus protection
3. Laptop must have up to date OS; automatic updates set
4. Laptop must have a firewall turned on