

Security Checklist for CES Staff

Because we all have access to confidential data

Facility Security

<ul style="list-style-type: none"> • Don't loan your office keys/key card to anyone.
<ul style="list-style-type: none"> • Don't hold locked doors open for others. Each person should enter using his/her own key card.
<ul style="list-style-type: none"> • Direct visitors to wait at the front desk to be escorted through the building.
<ul style="list-style-type: none"> • Don't allow visitors into non-public places without an escort.
<ul style="list-style-type: none"> • Never leave visitors unattended.
<ul style="list-style-type: none"> • Don't relay to visitors the reason a coworker is not available.
<ul style="list-style-type: none"> • Make sure doors are locked after hours.
<ul style="list-style-type: none"> • Never discuss confidential or health-related matters in public places.

Computer

<ul style="list-style-type: none"> • Log off computer properly at the end of the day.
<ul style="list-style-type: none"> • Change passwords regularly.
<ul style="list-style-type: none"> • Don't write down passwords or share them with anyone.
<ul style="list-style-type: none"> • Do not disable virus protection software on your computer.

Desk

<ul style="list-style-type: none"> • Remove confidential papers from your desktop at the end of the day.
<ul style="list-style-type: none"> • Don't leave confidential data out in open when you are not in your office.
<ul style="list-style-type: none"> • Turn items in your In and Out boxes face down.

Files

<ul style="list-style-type: none"> • Don't put confidential data (e.g., anything with ss#) in trash can.
<ul style="list-style-type: none"> • Shred confidential data.

Faxes

<ul style="list-style-type: none"> • Always use a fax cover sheet.
<ul style="list-style-type: none"> • Monitor the fax until it's finished and take originals with you.
<ul style="list-style-type: none"> • Remove incoming faxes from the machine promptly.
<ul style="list-style-type: none"> • Do not leave incoming faxes on the machine overnight.

E-Mail/Mail

<ul style="list-style-type: none"> • Don't send out e-mails regarding health-related issues using CES distribution lists. All health-related information should be relayed to those who "need to know" only. <u>Divulging health-related information without the approval of the person affected is the most common workplace violation of HIPAA legislation and can result in penalties or fines for the company and the employee divulging information.</u>
<ul style="list-style-type: none"> • Don't open suspicious e-mail attachments.
<ul style="list-style-type: none"> • Documents with health information, social security numbers, performance evaluations, and other personal identifiers (e.g.,EHIRE-100 forms) should be distributed in confidential envelopes.

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