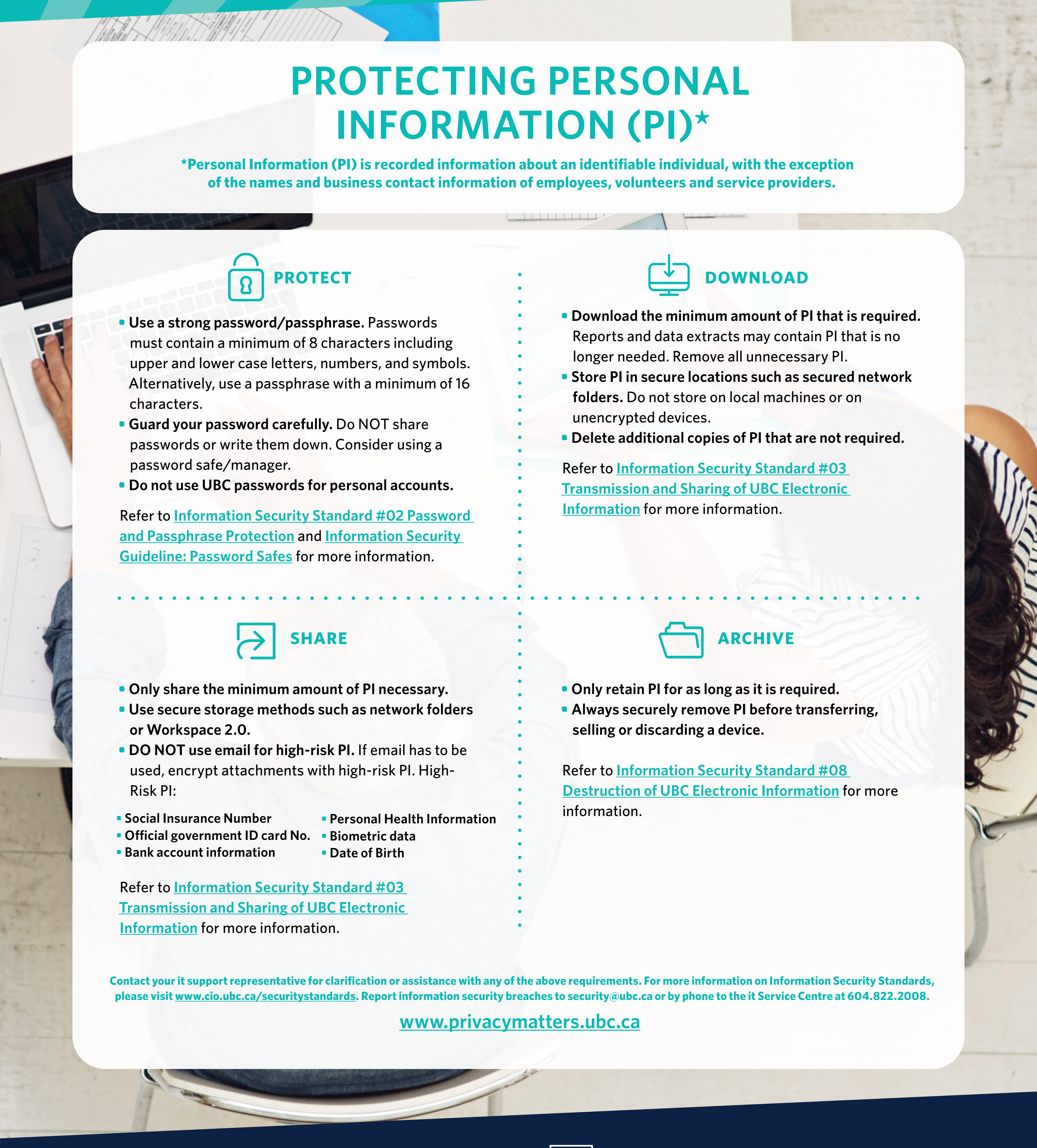
PRIVACY MATTERS
@ UBC



PROTECTING PERSONAL INFORMATION (PI)*

*Personal Information (PI) is recorded information about an identifiable individual, with the exception of the names and business contact information of employees, volunteers and service providers.

PROTECT

- **Use a strong password/passphrase.** Passwords must contain a minimum of 8 characters including upper and lower case letters, numbers, and symbols. Alternatively, use a passphrase with a minimum of 16 characters.
- **Guard your password carefully.** Do NOT share passwords or write them down. Consider using a password safe/manager.
- **Do not use UBC passwords for personal accounts.**

Refer to Information Security Standard #02 Password and Passphrase Protection and Information Security Guideline: Password Safes for more information.

DOWNLOAD

- **Download the minimum amount of PI that is required.** Reports and data extracts may contain PI that is no longer needed. Remove all unnecessary PI.
- **Store PI in secure locations such as secured network folders.** Do not store on local machines or on unencrypted devices.
- **Delete additional copies of PI that are not required.**

Refer to Information Security Standard #03 Transmission and Sharing of UBC Electronic Information for more information.

SHARE

- **Only share the minimum amount of PI necessary.**
- **Use secure storage methods such as network folders or Workspace 2.0.**
- **DO NOT use email for high-risk PI.** If email has to be used, encrypt attachments with high-risk PI. High-Risk PI:

- **Social Insurance Number**
- **Official government ID card No.**
- **Bank account information**
- **Personal Health Information**
- **Biometric data**
- **Date of Birth**

Refer to Information Security Standard #03 Transmission and Sharing of UBC Electronic Information for more information.

ARCHIVE

- **Only retain PI for as long as it is required.**
- **Always securely remove PI before transferring, selling or discarding a device.**

Refer to Information Security Standard #08 Destruction of UBC Electronic Information for more information.

Contact your it support representative for clarification or assistance with any of the above requirements. For more information on Information Security Standards, please visit www.cio.ubc.ca/securitystandards. Report information security breaches to security@ubc.ca or by phone to the it Service Centre at 604.822.2008.

www.privacymatters.ubc.ca

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