

THREE STEPS TO DATA SECURITY

GUIDE TO DATA STORAGE AND CUSTODIAL PRACTICES

STEP ONE

Get to know the GW data classification standard. There are three classifications of data at GW; Regulated, Restricted, and Public. Understanding these classifications is integral to data security and compliance with the Information Security Policy.

Data Type	Description	Examples
Regulated Data	Protection required by legislation or industry standard	GW Student Records, Credit Card Numbers
Restricted Data	"For official use only." Not governed by law, but usually inappropriate to be revealed publicly	Most other data at GW
Public Data	What we want the world to know about us; data that can be safely shared with the public	GW events, campus maps, academic programs and other information on GWU.edu

STEP TWO

Choose appropriate storage options. GW provides numerous applications and methods for storing and sharing data. So which platforms are appropriate for each of the three data classifications? Let's review:

Application	Regulated	Restricted	Public
Box	●	●	●
Google Drive		●	●
TeamSites		●	●

STEP THREE

Choose your device. It's important to note on which devices it is OK to access university data.

Device Type	Regulated	Restricted	Public	Tips and Tricks
GW-Issued PC	●	●	●	GW-issued computers come with anti-virus, full-disk encryption, and other features to secure your data
GW-Issued Phone	●	●	●	Make sure to use a strong password on your phone and to use full-disc encryption features for devices where it is not the default setting
Personal PC		●	●	When you use a personal PC for official GW business you don't get the same protections that you get from a GW-issued PC. Talk to your supervisor if you need a GW-issued PC for remote work
Personal Phone		●	●	Strong passwords, full-disk encryption, and a remote wipe feature are strongly recommended if you are going to use a personal phone to conduct university business

There's plenty more to know and learn about data security. Be sure to visit our website it.gwu.edu for more information or e-mail us at ithelp@gwu.edu. We're here to help you make good decisions about data security.