With tongue in cheek we offer…

Top Five Ways to Tell That the Confidential or Restricted Data on Your Phone is Not Encrypted

5. You are receiving requests to rate your stay at wonderful vacation destinations you have never visited

4. You are earning WAY more rewards points on your credit cards than ever before

3. It only takes one digit to enter your credit score on loan applications

2. People comment on the hilarious pictures you posted on your Facebook page last night… and you don't use Facebook.

And the number one way to tell that your department's confidential or restricted data is not properly protected…

1. **Your administrative assistant calls to let you know a student is holding to thank you for posting grades on your web site so they don't have to log in to get them, a reporter from the Bee is holding with a request for an interview and Dr. Welty is calling, but she's not sure yet what he wants!**

But, seriously….

Top Five Ways to Make Sure Your Confidential or Restricted Data is Encrypted

5. Make sure that desktop and laptop computers in your area are configured to provide encryption for this data

4. Make sure that members of your department know where to store confidential and restricted data on their computers
PLEASE NOTE: Your IT Liaison can help you determine what steps you need to take to get this protection in place and to use it effectively

3. Work with your IT Liaison and mobile device providers to make sure that any smart phones, tablets (iPad, etc), USB keys and external disk drives have effective encryption in place to protect confidential and restricted data. The Help Desk also has information on EFS Encryption (Windows), TrueCrypt (Windows) and File Vault (Mac OS) at https://help.csufresno.edu/content/software.php

2. Don't store or work with confidential data if it is not strictly necessary for your departments operations.

And the number one way to tell that your department's confidential or restricted data is properly protected…

1. **Please make sure that your Information Protection Plan is kept up to date and that members of your department know how to keep their data secure!**