

Penn Law Digital Cleanup Program

June 2015

What is the Goal of the Program?

- Identify, remove, redact, or audit sensitive/confidential data in your email and file shares.
- Remove unnecessary old and large files from folders/drives.
- Review Junk Email folders and Email Archive policies.

Why is it Important?

- Individuals who create, use, or maintain Confidential/Sensitive University Data are responsible for adequate protection of that data.
- We are working to reduce the risk of identity theft, disruption of University operations, and damage to Penn's reputation.

What is Considered Confidential or Highly Sensitive Data?

- Passwords
- Social Security Numbers
- Credit card, debit card, or bank account number
- Certain student records (final grades, disciplinary, academic materials)
- Certain HR records (salary, performance review, disciplinary)
- Certain alumni data (giving, contact reports)

Reference Sheet at

https://secure.www.upenn.edu/computing/security/cloud/data_classification_and_review_framework.pdf

The Best Way to Protect Data is to Not Have it

Keeping unnecessary data creates unnecessary risks.

Ask yourself: Is it necessary to keep this information for business purposes?

- Generally, you should not store:
 - Passwords
 - Social Security Numbers
 - Credit Card Numbers/Bank Account Numbers
 - Any sensitive or confidential data that you do not need to use

How Do I Know What Needs To Be Retained?

- Do not destroy information that is an original and still within the records retention requirements.
 - Penn Records Retention Schedule is online at:
<http://www.archives.upenn.edu/urc/recrdret/guide1.html>
- Also do not destroy any information if there is an actual or likely claim, lawsuit, government investigation, subpoena, summons or other ongoing matter involving such records.
 - FAQs from the privacy office at:
<http://www.upenn.edu/oacp/privacy/assets/pdf/RecordsDestructionFAQs.pdf>

How Do I Know What Needs To Be Retained?

- What about files for faculty/staff who no longer work at Penn?
 - Guidance on Disposition of Documents and Data of Faculty and Staff who are Leaving Penn or Have Left Penn
<http://www.upenn.edu/oacp/privacy/assets/pdf/DispositionOfDocumentsGuidance.pdf>
- When in doubt about what to keep and what to delete
 - Retain the information in a secure location.
 - If you need to keep sensitive data, **be sure to report that information in your cleanup questionnaire.**

Program Details:

- This year's program will be a self guided Canvas course.
- All staff members will be enrolled in the course:
<https://pennlaw.instructure.com/courses/1279054>

Program Details: Day 1

- Run Identity Finder to locate sensitive data in your email and file shares/folders (including your U drive/My Documents)

Identity Finder is software that can find — and, after review, delete — sensitive personal information, such as Social Security numbers and credit card information, that is stored on a personal computer/file share.

Program Details: Day 2

- Review the results from Identity Finder.
- Delete/redact/secure the sensitive information as needed.



Program Details: Day 3

- Identify unnecessary old/large files and remove them.
- Review/cleanup your Junk and Deleted folders in Email.

Many emails and files are saved and forgotten. Data that is longer needed takes up valuable server storage space, backup disks, and may pose a security risk.

1. If I won the lottery and never returned to work, would my successor understand my filing and directories systems and actually need the info I'm keeping there?
2. Is it necessary I keep this for business purposes?

100% participation by August 1 = Coffee and Donuts for Your Department!

If all full-time staff members in your department complete the program (and submit the form) by August 1, your department will receive coffee and donuts (hand delivered by ITS).



Questions?

Canvas Course: Staff Cleanup Program

<https://pennlaw.instructure.com/courses/1279054>

Penn Privacy Policies & Guidance:

<http://www.upenn.edu/oacp/privacy/policiesguidance/>

We are here to help!

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