What Data Goes Where?
Protecting Your Data
@Boston College

Sarah Sletzinger
BC Information Technology Services
Warning!

This presentation contains:

- Acronyms
- Laws
- Regulations
What is data breach?

Involves:
Sensitive, protected, or confidential data
Viewed, stolen, or used
Unauthorized person

Causes:
Theft/Hacking
Mishandling/Accidents
What this means for BC

Fines, settlements, judgments

Resource Costs:

  Notifications

  Credit Monitoring

  Time and Staff

  Reputational Harm
What this means for you

Boston College Data Security Policy:
“Violations of this policy may lead to appropriate disciplinary action, which may include temporary or permanent restrictions on access to certain information or networks. Willful or repeated violations of this policy may result in dismissal from the University.”
2014 Data Breaches

What is the average cost of a data breach for a private organization in the U.S.?

$6.5 Million

$217 per stolen record
In Higher Education

What is the average cost of a data breach in higher education?

$5.6 Million

$225 per stolen record
Why does it cost more?

Laws and Regulations:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FERPA</td>
<td>Federal Educational Rights and Privacy Act</td>
</tr>
<tr>
<td>GLBA</td>
<td>Gramm-Leach-Bliley Act (Student Loan Data)</td>
</tr>
<tr>
<td>HIPAA</td>
<td>Health Insurance Portability and Accountability Act</td>
</tr>
<tr>
<td>MA PII</td>
<td>Massachusetts Personally Identifiable Information</td>
</tr>
<tr>
<td>PCI</td>
<td>Payment Card Industry Data</td>
</tr>
<tr>
<td>Human Subject Research Data</td>
<td>Federal regulations on human research data</td>
</tr>
</tbody>
</table>
Massachusetts law requires that anyone storing \textit{personally identifiable information (PII)} on a desktop, laptop, thumb drive or other media (including paper) take special precaution to protect this information.
What is Massachusetts PII?

**PII (Personally Identifiable Information):**
Data that includes a Massachusetts resident's *name* in combination with any of the following:
- Social security numbers
- Drivers license and State ID information
- Credit and debit card numbers
- Financial account numbers
Scan your BC Computer for PII

- Scans for:
  - Credit card numbers
  - Social Security Numbers

- bc.edu/idfinder
What data goes where?

Data Storage Locations Examples:

- Secure Server
- Google Apps
- USB (Flash) Drive
- BC Laptop or Desktop
- BC Encrypted Laptop
# Regulated Data Chart

## Use Permitted

- [ ] FERPA Educational Records
- [ ] GLBA Student Loans
- [ ] Employee Pay & Benefits
- [ ] HIPAA Health Records
- [ ] Human Subjects
- [ ] Personal Identifiers* 201 CMR 17
- [ ] Credit Card Numbers
- [ ] BC Internal Use Only

## Use Restricted

- [ ] BC Gmail
- [ ] BC Google Drive
- [ ] BC Google Apps
- [ ] BC IT Service Managed Servers
- [ ] Departmental File Shares**
- [ ] BC provided laptop, desktop or smartphone

## Use Prohibited

Visit: [bc.edu/data](http://bc.edu/data)
Important Considerations:

Quantity?
Does the document contain large amounts of data?

Sensitivity?
Would you be embarrassed if the document fell into the wrong hands?

Limit Sharing?
Do you want to limit who has access to the document?
Sharing Considerations

Do I understand the sharing settings?
Who needs access?
What level of access?
Have I verified sharing settings recently?
Use caution when sharing with groups.
Contact your Data Security Officer (DSO)

Help answer questions

Liaison to ITS Security Team

Departmental
Get Help

Contact your Data Security Officer (DSO)

Athletics DSO:

● Will Gartner

● bc.edu/dso
Conclusions

Regulated data must be handled with care.

Stop and think before you store or share data.

Use the resources we have:
- Regulated Data Chart
- Guidelines for Non-Regulated Data
- Data Security Officers
Thank You!

Don’t forget to pick up your “Security Blanket” on the way out.