Basic Digital Records
Security Measures

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What is Security?

Confidentiality

Student Data
Reputation
Financial Data
Identity
Copyright/IP
Personal Stuff
System
...

Availability

Integrity
Unique Digital Record Concerns

• Difficult to ensure that the content, context and structure of records is preserved and protected when the records do not have a physical existence.
• Digital records cannot be managed without a computer.
• Preservation
  – Ability to access and read digital records over time.
  – Digital records require appropriate combinations of software versions and operating systems to be accessed, and so are at risk because of the rate at which technological changes occur.
• Metadata
• Theft/Unauthorized access detection
ORC 1347/1349 defines “personal information” as:

- A person’s first name (or initial) and surname, in combination with any of the following:
  - Social Security Number.
  - Driver’s license number or state identification card number.
  - Financial account, debit, or credit number.
  - Other information that creates a ‘material risk of the commission of the offense of identity fraud or other fraud to the individual.’
Email and Instant Messaging ARE NOT secure methods of transmission.

- NEVER transmit a record containing “Personal Information” via Email or IM UNLESS an appropriate technical security measure is used.
  - Encryption (AxCrypt, TruCrypt, WinZip)
  - Digital Redaction (be very careful of metadata)
  - Secure email solution (not currently available at SCC)

- Consider similar for sensitive records with no personal information
Internet Accessibility

The Internet is essentially a single enormous network containing multiple smaller networks.

• Anything published or downloadable from the ‘web’ is potentially available world-wide

• **NEVER** publish/upload a record containing “Personal Information” to a Web resource **UNLESS** an appropriate technical security measure is used.
  – Encryption (AxCrypt, TruCrypt, WinZip)
  – Digital Redaction (be very careful of metadata)

• Consider similar for sensitive records with no personal information
Digital Storage

Consider CIA when storing digital records.

• **NEVER** store a record containing “Personal Information” on portable/mobile devices or media **UNLESS** an appropriate technical security measure is used.
  – Consider similar for sensitive records with no personal information

• Securely delete/destroy portable or ‘back-up’ media when sensitive record is no longer required.

• Strongly recommend network storage area (dept. share, H-Drive) instead of local (My Documents) storage.