



# MANAGING INFORMATION PRIVACY & SECURITY REMOTELY

Presented by: Mary Golab, IPO

In collaboration with Damian Hollow, URO & Shelley Garrett, CISO Office

FOIP Liaison Officer (FLO) Meeting

April 23, 2020

CAN YOU BELIEVE ITS ONLY BEEN JUST  
OVER ONE MONTH.....

How our personal and work lives have  
changed!



# Working From Home .....



Expectations



Reality

# WHAT DO I NEED TO REMEMBER WHEN WORKING FROM HOME ?

Manage It



Protect It



Secure It



# MANAGING & PROTECTING INFORMATION REMOTELY



# KEY MESSAGES

- Consider alternatives to paper approval processes
- Identify an “office of record”
- Manage your information/records in “real time”
- Use “sharing” in Google Drive
- Keep to the facts
- Adopt naming conventions

# KEY MESSAGES - CONTINUED....

- Get rid of transitory records – its okay!
- Consult retention schedules
- Protect what you keep
- Ensure your home computer is secure
- Avoid printing if possible

# INFORMATION SECURITY - THINGS TO THINK ABOUT WHEN WORKING REMOTELY

**Someone figured out my password.**



**Now I need to rename my dog.**

Canada



# KEY MESSAGES

- Online/email scams – **WATCH OUT !!!**
- Make sure your computer is secure
- Make sure you are in a remote session – U of A Environment
- Make sure your devices are encrypted
- Transmit information based on its sensitivity

# Helpful Links

## **Protecting and Managing University Records When Working From Home**

<https://www.ualberta.ca/university-records-office/index.html>

(NOTE: Scanned Signatures as Official Records, Tip Sheet for Naming Convention are links within)

## **IST Web Site (multiple guidance documents)**

<https://ist.ualberta.ca/working-remotely>

## **University of Alberta COVID-19 web site**

<https://www.ualberta.ca/covid-19/index.html>

## **OIPC Email Guidelines**

[https://www.oipc.ab.ca/media/991322/guide\\_managing\\_email\\_mar2019.pdf](https://www.oipc.ab.ca/media/991322/guide_managing_email_mar2019.pdf)

# More Helpful Links...

## **Online Meetings and Classes**

<https://www.ualberta.ca/chief-information-security-officer/online-meetings-and-classes/index.html>

## **Securely Working From Home**

<https://www.ualberta.ca/chief-information-security-officer/securely-working-from-home.html>

# Questions?

