



## MOBILE DEVICE SECURITY CHECKLIST

The following checklist ensures you take the steps needed to responsibly protect Sensitive University Information\* (SUI) when using mobile devices.

- I do not store SUI on mobile devices – as the University has secure remote access services for me to conduct my work without needing to store SUI on my mobile devices.
  
- If I do need to store SUI on mobile devices then:
  - I delete SUI from the devices as soon as I have finished working on them.
  - I am aware of and know what SUI is stored on each of my mobile devices.
  - Such information use and storage has been approved and I minimize the amount of SUI to what I absolutely require to do my job.
  
- I ensure the following information assurance best practices are in place:
  - Disk encryption is enabled on my laptop.
  - I encrypt my portable storage devices and USB keys.
  - I password protect my mobile devices – and do not share my password.
  - I regularly verify to ensure my mobile device encryption is indeed enabled.
  - I immediately report any loss or theft of mobile devices to my management and IT support.

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\*Definition of “Sensitive” or “Confidential” Information (from the University’s Information Access and Privacy Office):

Sensitive or confidential information refers to all information that has been collected or compiled in the conduct of operating the programs and services of the University and may include:

- Personal information about an individual as defined in the Alberta Freedom of Information and Protection of Privacy Act;
- Health Information as defined in the Alberta Health Information Act;
- Confidential business information of third parties;
- Confidential information collected or compiled in the process of hiring or evaluating employees of the University;
- Information collected or compiled in the process of law enforcement investigations;
- Advice, proposals or recommendations, consultations or deliberations of the governing and administrative authorities of the University;
- Information, the disclosure of which would harm the economic interests of the University;
- Any information to which legal privilege including client-solicitor privilege may apply.