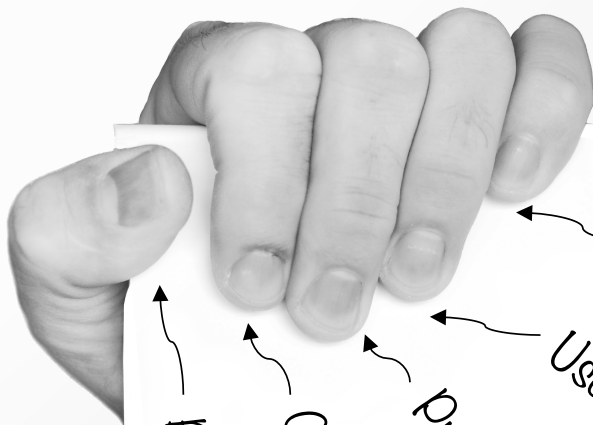**NDORMS**
NUFFIELD DEPARTMENT OF ORTHOPAEDICS, RHEUMATOLOGY AND MUSCULOSKELETAL SCIENCES
Medical Sciences Division

Back up

Consider before you click

Protect your identity

Use strong passwords

Think about what goes where

A Handful of Information Security Tips

Information is the life-blood of our research and we have a need and a responsibility to protect it. Think about where you put your files and who you are sending emails to. Use long, complex passwords and find a system to help you remember them. Don't share your login and lock your workstation every time you leave it to protect your identity. Keep an ear out for current threats and be cautious about what you click, as emails and websites can hide malware – you can send 'Oxford' phishing messages as attachments to phishing@it.ox.ac.uk but get IT support if you think you've been affected by malware. Make sure your data is backed up and that the backup isn't stored next to the original. **Think secure and stay safe.**

Homework

❑ Read the NDORMS Information Security Policy
❑ Talk to your colleagues about local security requirements
❑ Work through the online awareness module

Once done, please notify Wulf Forrester-Barker, *Information Governance Manager*, by email:

infogov@ndorms.ox.ac.uk

Information Security and Governance at NDORMS

Working in connection with NDORMS, you are connected to many channels of data. This may include research data, representing important intellectual property or identifying individuals for follow-up. You will have access to the the University-wide email address book, collections of files created by your colleagues and a privileged connection to the resources of the Internet. Each person in NDORMS has a responsibility to contribute to the appropriate confidentiality, integrity and availability of our information resources.

Information security is about protecting data from damage or misuse. That includes malicious attacks and theft but also other problems, such as accidentally deleting a file, sending a sensitive email to the wrong recipients or experiencing a computer failure. Our Information Security Policy details a number of things you need to know to use your data resources safely.

Information governance relates to the collection of policies, processes and monitoring that ensure we maintain suitably high standards of information security. If you work with sensitive information - confidential or containing personally identifiable material - you will need additional safeguards.

What do I need to do?

There are three things you **must** do:

- Read the NDORMS Information Security Policy (IG01) and Guidelines (IG02) and then refer to them when needed. See: http://www.ndorms.ox.ac.uk/information-security-policy
- Make sure that your induction with your immediate colleagues covers security and governance. You should be able to feel confident about fulfilling your role, which may have specific requirements. If your job description mentions specific legislation, such as the *Data Protection Act 1998*, re-read it and discuss with colleagues how it applies in practice.
- Work through the University's short online information security module, available at: http://www.it.ox.ac.uk/infosec/module/ (estimated time: 15-45 minutes)

As you set up your working environment ensure that you are using strong passwords, suitable storage locations and reliable backups. If in doubt, ask.

Please contact Wulf Forrester-Barker, *Information Governance Manager*, if you would like to discuss anything about information security and governance either during your induction or in your continuing work with NDORMS.