

## Securing Confidential / Personal Information in Electronic Form

The rule regarding the security of confidential / personal information in electronic form is:

“Encrypt electronic personal information outside secure University servers”

### Secure University Servers:

A secure server is an online information repository which the University or Faculty officially hosts and manages, and which is professionally maintained, backed-up, and supported. These include:

- Official email systems (UTORExchange, Medicine Exchange, UTMail+)
- AMS systems (HRIS, FIS, ROSI)
- Learning Portal (i.e. Blackboard)
- Medicine file server (M: and N: drives)
- Medicine ShareFile (i.e. secure DropBox)

Public websites, even University-hosted ones with password-protected areas, are not considered secure servers, and must not be used to store or communicate confidential / personal information.

No secure University server is authorized for the storage of personal health information (PHI). For this, only approved hospital systems or provincial systems like ONE Mail Direct must be used.

### Device encryption:

- Desktop computers – If required, use Windows 7 Enterprise with BitLocker, or Mac FileVault 2
- Laptop computers – Use Windows 7 Enterprise with BitLocker, or Mac FileVault 2
- USB drives – Use a hardware-encrypted USB drive like the Kingston DataTraveler Locker+
- Smartphones – Activate the encryption option offered by your mobile operating system

### External file transfer using encryption:

- ShareFile – The best option. Offers default encryption, logging, and granular security controls
- Encrypted email attachments – An acceptable option. Use the “Encrypt with password” option in Office 2010 programs, and communicate the password as a separate out-of-band message.

### For more information:

For a more detailed discussion of all the issues listed above, view the Discovery Commons “Information Security Made Simple” eLearning module at <http://uoft.me/infosecurity>.

To obtain a Medicine ShareFile account, visit <http://dc.med.utoronto.ca/content/sharefile>.

If you have questions or concerns, contact the Faculty’s Director of Information Technology, Wes Robertson, by email at [wes.robertson@utoronto.ca](mailto:wes.robertson@utoronto.ca) or by phone at 416-946-8625.