

# Security Tip of the Week

## Backing Up Your Data

To protect your important data in case of computer theft or malfunction you should:

- Backup information that cannot easily be replaced, such as email, address books, bookmarks, personal projects, documents, and digital photographs.
- Backup to removable media, such as an external hard drive.
- Store backup media in a secure location. A good place is a fire proof safe or safety deposit box.
- If sensitive or confidential data is contained within your backups, use additional protection measures.

**Remember:** Under the University's SSN-PII policy, any file containing SSN must be stored either in the University Data Center or in encrypted form or in another secure manner that is approved by a University Privacy Officer. This includes backup media that contain SSN. The same rules apply to electronic Protected Health Information under URMH HIPAA policy 0S8.

For more information on this week's tip visit [www.rochester.edu/it/security/securitytipofweek](http://www.rochester.edu/it/security/securitytipofweek).

Need Help? Contact University Information Technology

Online: [www.rochester.edu/it](http://www.rochester.edu/it) □ Email: [UnivITHelp@rochester.edu](mailto:UnivITHelp@rochester.edu) □ Phone: 275-2000 (5-2000)