Know our policies and procedures.

Authenticate people before sharing any sensitive info.

Never share your password with anyone else.

Documents may need to be disposed of in shred bins, and digital media should be securely wiped or destroyed.

How do you_
Protect Data?

Keep a secure desktop, including locking your computer screen and securely storing sensitive documents.

Only use authorized systems and software.

If you believe any sensitive data has been lost, stolen, or compromised, contact our help desk or information security team immediately.

CONFIDENTIAL

Know the sensitivity of the data you are handling.

ACCESS • PROCESS • TRANSFER • ARCHIVE • DESTROY

To contact the CWRU
Information Security Office (ISO): security@case.edu

[U]Tech Service Desk
help@case.edu
216.368.HELP (4357)
help.case.edu

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