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Information Security and Privacy Office

INFORMATION SECURITY AND PRIVACY

**THE
NEW
SCHOOL**

National Cyber Security Awareness Month
October 2020

NEW NAME, NEW WEBSITE

- Information Security and Privacy Office (ISPO)
 - Housed in IT but university-wide responsibility
- New website: *ispo.newschool.edu*
 - Information security and privacy policies, standards, and guidelines
 - Glossary of information security and privacy terms
 - Security and privacy training
 - “Topic” documents for specific audiences

NEW AND UPDATED POLICIES

Yes, you are supposed to read these 😊

- Acceptable Use Policy
 - Rules of the road for all users, employees, and privileged users
- Information Security Policy
 - Information classification has been completely re-done
 - *Standard for Information and System Classification*
 - Information handling rules have been updated
 - *Standard for Handling Institutional Information*

NEW AND UPDATED POLICIES

- Privacy and Data Protection Policy
 - New policy to explain employees' responsibilities to comply with privacy and data protection laws
 - Required for GDPR compliance, etc.

SECURITY, PRIVACY, & REMOTE WORK

- Always use your New School-issued computer
 - If you do not have a New School-issued computer and are a full-time faculty member or administrative staff, contact IT Central
- If you must use a non-New School computer:
 - Use one that you trust and control
 - Do not use public computers, friends' computers, etc.
 - Create a folder to store all New School documents
 - So you can find them all when it's time to come back to campus

SECURITY, PRIVACY, & REMOTE WORK

- Public wi-fi hotspots are rarely secure and sometimes can be dangerous
 - “Well-known” public wi-fi (CableWifi, Optimum, big coffee shop chains, etc.) is okay in a pinch
 - “Mom and pop” public wi-fi (e.g., the local deli, the local car repair place, etc.) should be avoided at all costs
- Be aware of your environment
 - Keep an eye out for shoulder-surfers and eavesdroppers

SECURITY, PRIVACY, & REMOTE WORK

- Do not allow anyone else to use your New School computer (for anything)
- Use your New School Google account for all New School business
 - Personal cloud storage/email systems may not be used
- Report any loss or theft of New School computers, storage devices, or papers to Campus Security immediately

SECURITY, PRIVACY, & REMOTE TEACHING

- Only use New School-branded Zoom for recording online classes
- Recordings
 - *Kept as education records:* download and store in an appropriate location
 - *Not kept as education records:* delete when no longer needed (no later than the end of the semester)
 - *Shared with students/parents/instructors:* share via Zoom or upload to Canvas/New School G Suite

SECURITY, PRIVACY, & REMOTE TEACHING

- Consent from students (or parents)
 - Not required for recordings that will not be kept past the end of the course and only shared within the course
 - Required for recordings that will be kept beyond the end of the course or as education records, or used in future courses or for demonstrations
 - Full details: [ISPO website > Guidelines > Recording Lectures, Seminars, and Studios](#)

SECURITY, PRIVACY, & REMOTE TEACHING

- What if a student doesn't want to be recorded?
 - They can turn off their video
 - They can change their name (Zoom preferences)
 - They can choose not to attend the synchronous session and watch the recording later
- Suggested language for course syllabi to address the above:
 - [ISPO website > Other Resources > Privacy and Information Security Guidance for Faculty](#)

Q & A

Ask us anything!

