

## **OUCH! Newsletter – Email Do’s and Don’ts**

This month’s security focus is on EMail Do's and Don'ts. Sometimes we get so focused on the bad guys that we forget we can be our own worst enemies. This is especially true of email, as I'm sure many of us have sent an email we regret, emailed the wrong person, or the ever dreaded REPLY-ALL. We cover these issues and more to help people safely navigate the world of email. [http://securingthehuman.sans.org/newsletters/ouch/issues/OUCH-201609\\_en.pdf](http://securingthehuman.sans.org/newsletters/ouch/issues/OUCH-201609_en.pdf). The SoD’s Email policy is here <https://www.dentistry.unc.edu/wp-content/uploads/2014/08/Email-Policy-FINAL.pdf?75834a>

### **Phishing**

Please forward **as an attachment** any phishing messages that you encounter to [phish@unc.edu](mailto:phish@unc.edu). For an explanation of how to forward an email as an attachment please [read the following article](#) on help.unc.edu.

To check and see if you have a suspected Phishing email go to <http://its.unc.edu/phish-alerts/>

### **Encryption Project Status**

Encryption is one of the few technologies specifically mentioned in HIPAA. It is crucial to encrypt all mobile computing and mobile storage devices that could come into contact with patient data to comply with HIPAA and University policy. OCIS is currently running a project to verify the encryption of all faculty, staff and student laptops and mobile storage. We are currently working with the remaining unencrypted DH, DDS and Graduate students. We have successfully encrypted or HIPAA checked 494 student laptops since January 2016. **If you have an unencrypted laptop, please contact OCIS as soon as possible. Please contact OCIS if you need more information about encryption.**

### **USB Hardware Encrypted USB Flash Drives Distribution**

OCIS has received 649 hardware encrypted USB flash drives for certain programs, departments and staff. We have already distributed flash drives to the DDS Class of 2020 and the DH Class of 2018. OCIS will contact you when it is time to receive your drive.

### **SoD Security Awareness Training Test Requirement**

To comply with HIPAA and UNC policy, OCIS is now enforcing the annual SoD Security Awareness Training requirement. To access the EPR, you will now be required to take and pass both the HIPAA and SoD Security Awareness test. To take the SoD Security Awareness Training and test please go to <https://www.dentistry.unc.edu/secure/training/securityawareness/>. OCIS recently updated the HIPAA and Security Awareness test to align with campus’ content changes. If you have questions, please contact OCIS.

### **National Cyber Security Awareness Month**

October is national cyber security awareness month. OCIS will be sending emails and displaying posters to raise awareness about cyber security. Here is a link from the US Department of Homeland Security <https://www.dhs.gov/national-cyber-security-awareness-month> and from the UNC Information Security Office <https://its.unc.edu/security/national-cyber-security-awareness-month/>.

### **HIPAA Security Incident Update**

The last reported HIPAA security incident was a lost, unencrypted USB flash drive on February 24, 2016. **We have gone 217 days since the last HIPAA security incident. Stay vigilant.**

### **OUCH! Archives**

For previous issues and topics please go here:  
<https://securingthehuman.sans.org/ouch/archives>

### **Security Awareness Tip of the Day**

[https://www.sans.org/tip\\_of\\_the\\_day.php](https://www.sans.org/tip_of_the_day.php)

**Remember. It is your personal responsibility to protect patient data (e.g. electronic Protected Health Information or ePHI) on laptop computers and portable media devices (e.g. CD/DVDs, USB keys, USB drives and SD Cards). In all cases, patient data can never be stored on a portable computing or media storage device unless it has been inventoried, encrypted and approved by OCIS.**

Thanks and safe computing.

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**For more information:**

SoD Policies <https://www.dentistry.unc.edu/experience/policies/>

UNC Policies <http://its.unc.edu/about-us/how-we-operate/>

What is Sensitive Information? <http://help.unc.edu/help/examples-of-sensitive-information/>