



Susan Barber <sbarber@cnu.edu>

Fwd: Private Information Reduction Initiative ~ Please Read

1 message

Stephen Campbell <stephen.campbell@cnu.edu> Mon, Mar 18, 2013 at 9:12 AM
To: faculty <faculty@cnu.edu>, employees <employees@cnu.edu>

Colleagues,

You may recall the note I sent below defining an important project for CNU that will mitigate our risk associated with Private Information (Social Security, Bank Account, Credit Card Information, etc.). We recently completed a pilot of the program in several high risk areas and are now ready to expand the project to the remainder of the campus, including Faculty and Staff computers. We will be remotely installing the Identity Finder application beginning March 20th, as computers connect to the CNU network. The first scan will start on the 22nd of March, and you will be prompted by the program to mitigate the private information. As noted previously, we ask that you scrub the private information, not delete the document unless you are confident it doesn't meet the requirements of the Virginia Retention Schedule.

I ask you take time at your earliest convenience to reduce the amount of private information in the CNU environment to avoid a possible breach. We have created a presentation within Scholar "[Identity Finder Resources for End Users](#)" that outlines the project, how the application works and your responsibility. Beginning the 25th of March (Mon / Wed / Fri) from 09:00-10:00am & 3:00-4:00pm we will have open sessions in the Ratcliffe Innovation Center to answer your questions or show you how to use the program. We will hold the sessions until the end of April or as long as there is demand for them. Your help and support of this important project is greatly appreciated. Please let us know how we can assist in making this project a success for CNU and reduce our risk at the same time.

-SC-

Stephen Campbell; CIO/ISO
Christopher Newport University (CNU)
stephen.campbell@cnu.edu
(757) 594-7663

----- Forwarded message -----

From: **Stephen Campbell** <stephen.campbell@cnu.edu>
Date: Fri, Nov 30, 2012 at 9:58 AM
Subject: Private Information Reduction Initiative ~ Please Read
To: faculty <faculty@cnu.edu>, employees <employees@cnu.edu>

Colleagues

I am sure you've heard of many incidents where private information (social security numbers, bank accounts, credit card information, etc.) has been lost or stolen on college campuses and within government agencies. Administrative and academic offices have used private information as long as there have been students on college campuses. In the past few years, social security numbers were replaced with university ID's to begin to safeguard private information. Private information stored on data center servers, network shares and personal computers still exists today.

Due to the high risk of losing private information where very stiff penalties exist if lost, CNU has purchased a product that will scan all computers, databases, network shares and websites for private information. This product called "Identity Finder", will be installed remotely after the holiday break and provide you with all locations where private information exists on your computer and other network connections. The program takes very little space or processing power. Once the scan is complete, you will be prompted to take one of the following actions:

- "Scrub" the private information (Preferred).
- "Protect" the data. Files will be encrypted to eliminate the possibility of a data breach.
- "Ignore" the private information. Only departments that absolutely need this information should select this option.
- There is an option to "Shred" the documents. Please do not use this option unless you are confident the document will not be required in the future as defined by the [Library of Virginia Records Retention Schedules](#). Document retention of electronic documents is a significant endeavor and will not be part of this project.

The overall goal of this project is to reduce the amount of private information on university computers and mitigate the risk of having this information lost or stolen. We can't do this without your help. We will be sending additional information prior to installing the application and when on-line and face-to-face training sessions will

be available. We realize this is a monumental project, but know the risk of losing private information is significant. The goal is to complete the project by 1 April 2013. Please let me know if you have questions or need additional information.

-SC-

Stephen Campbell; CIO/ISO
Christopher Newport University (CNU)
stephen.campbell@cnu.edu
(757) 594-7663