

Non-Public University Information (NPUI) Inventory

1. What kinds of Non-Public University Information (NPUI) do you work with?

- Social Security numbers
- Drivers licenses or other official identification
- Credit card numbers
- Financial records
- User ids with passwords and access codes
- Student records (GPAs, transcripts, grades, test results, etc.)
- Health records (Physical, immunization, counseling, etc.)

Please describe the NPUI data and/or systems for which you are responsible (consult with IT personnel if necessary):

2. How is the information stored?

- Paper documents
- Digital records (files, spreadsheets, email)
- CCNY website
- Departmental database
- Central IT-based database
- Stored on/transmitted to external service

3. What type of device do you use to store and access the NPUI?

- Desk drawer/ file cabinet
- Portable storage device (flash drive, external hard drive, CD/DVD, smart phone, etc)
- Digital devices:
 - Laptop
 - Desktop
 - Server
 - File share
 - Other _____

Do you access NPUI remotely?

4. Do student workers access this information?

E.L.U.D.E. Data Protection Measures

Please check all the data protections measures you use to help safeguard NPUI with which you have been entrusted:

1. **E**nvironmental Controls
 - Security locks/ plates
 - Computrace tracking software installed *and* enabled
 - Surveillance cameras
 - Security alarm
2. **L**ogins and Passwords
 - Strong password for each user account (8+ letters, numbers, symbols)
 - Login screen enabled and password-enabled screensaver
 - Generic (non-administrative) account
 - No shared login accounts
3. **U**pdates and Upgrades
 - Up-to-date operating system (critical security patches)
 - Up-to-date McAfee Anti-malware endpoint protection
 - Up-to-date applications (remove outdated/ unused apps)
 - Disable extraneous applications and services
4. **D**ocument Management
 - Store NPUI on local hard drive
 - Store NPUI on portable device
 - Store NPUI on remote share(s)
 - Automated data back-up
 - Routinely and securely delete unnecessary copies
5. **E**ncryption methods in use
 - File encryption
 - Folder encryption
 - Full-disk encryption
 - Secure file transmission (HTTPS, SSL, TLS)
 - Unsure

NPUI System Administrator and Device Information

For items you are unsure of please confer with IT support personnel.

IT Support Name: _____ Email _____

Device Location: _____ CIT#: _____

Device Make/Model: _____

Host Name: _____ IP address: _____

MAC Address: _____:_____:_____:_____:_____: