Data Security and Back-Up Cards

Topic	Bad	Fair	Good	Excellent
Passwords	My password is 1234. It's written on a paper and taped to my computer's screen.	My password is my cat's name. His name is Herold.	My password is my ferret's baptismal name followed by a series of numbers.	My password is a random series of letters, numbers, and special characters that were generated by a secure password manager.
Back-Ups for Non-Sensitive Data	What's a back-up?	I have key files saved to a USB drive in a drawer at my desk. It's next to my gum.	My whole computer is backed-up to an external hard-drive.	My whole computer is backed-up to an external hard-drive and is backed-up via an off-site cloud service.
Basic Computer Security	I believe password protecting my computer is a sign I distrust my colleagues.	I password protect my computer because access to my office is as free as a bird soaring in the wind.	I password protect my computer and my office is like Fort Knox. I lock my door when I leave. The university wouldn't pay for the security robot I wanted though.	I password protect my laptop and make sure it is encrypted. I also lock my office door when I leave.
Operating System Updates	Operating system update...I haven't done that since 1975. CP/M all the way, baby!	Occasionally I restart my computer. It says updates are being installed. I assume this is good.	I update my computer monthly. Usually under the light of the full moon.	I have my computer set to automatically install updates to the operating system.
Phishing Emails	When I receive an email telling me that the head of my department needs me to buy 250 euros in iTunes gift cards, I immediately head to MediaMarkt.	If I get a sketchy email asking me to update account information, I delete it and move-on with my day.	If I receive an email asking me to correct an error in my account, I log into and check the account without using any links provided in the email. Then I delete the email.	I forward sketchy emails to ZID security as an attached EML file, so they can assess the email and the risk level. I check on the account in question without using any links in the email.
Two Factor Authentication	Two factor authentication is just "The Man's" way of trying to control me.	I enroll in two factor authentication when it is	I enroll in two factor authentication as soon as I can	I enroll in two factor authentication

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		required, usually the day before the deadline.	if I have been told it will eventually become mandatory.	whenever possible.
Copying and Transferring Sensitive Data	If my colleague needs a copy of some sensitive data, I put it on DropBox and share the link. Sometimes I copy the data onto a USB drive a pop it in the mail.	All of my sensitive files are on hard drives stored in a locked cabinet in my office.	I checked my data storage and management plan for sensitive data with my data steward. They said things "look okay" to them.	I spoke with the data protection officer at my university before beginning my project to ensure my protocols for transferring and storing data are compliant.
Using Public Internet Connections	Oooh! This bus station has free internet. The network it titled "TotallyNotAScam123". I can't wait to check the Facebooks.	I only log-onto public wifi networks that I recognize and that I can link to a reputable source.	I only log-onto public wifi networks that I recognize and that I can link to a reputable source. I avoid doing anything that involves sensitive or personal data.	I avoid using public wfi networks am more likely to use a personal hotspot. If I do use a public network, I also use a trusted VPN.

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