In honor of Data Privacy Awareness Month 2019, which commences on January 28th and continues through the end of February, the UC Privacy Officers would like to remind you of the importance of identifying all of the data that your unit possesses and ensuring that it is protected from unauthorized access or misuse.

Data Privacy Awareness month is a great time to work with your UC location’s Privacy Officer, Information Security Officer and Records Management official to take an inventory of Protected Data, including Personal Data or Medical Information maintained by your unit and to assess the access controls in place to protect this information. For example:

- If an employee leaves your unit, is there a mechanism in place for removing access to confidential information?
- Is access to confidential information limited by the necessity of each employee’s role?
- Is there a plan in place for maintaining the continuity of operations and continued access to the information in the event of a natural disaster or data breach?
- Has your unit prevented staff from storing unsecured confidential information on personal flash drives or devices?

Please check in with your location’s Privacy officer for more information.