



#### INTERNET SECURITY

Follow University procedures for browser updates. Be mindful of sites visited.

#### DATA PROTECTION

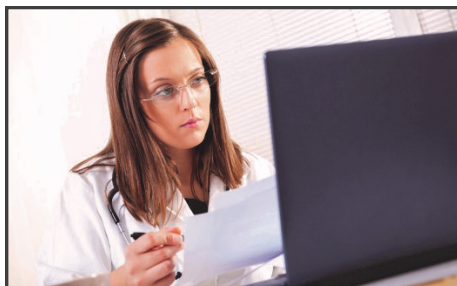
Proper antivirus software should be installed on all desktops and laptops. Contact the Service Center on your campus for assistance—[oit.rutgers.edu](http://oit.rutgers.edu).

#### MOBILE DEVICES

All university-issued mobile devices for the Health Sciences Campus should be encrypted.



## What should you know about HIPAA?



### What does HIPAA mean?

HIPAA is the acronym for the Health Information Portability and Accountability Act of 1996.

### What are the key things to know about HIPAA?

1. **HIPAA Privacy Rule:** Protects the privacy of individually identifiable health information;
2. **HIPAA Security Rule:** Sets the national standards for the security of electronic protected health information (ePHI);
3. **HIPAA Breach Notification Rule:** Requires covered entities and business associates to provide notification following a breach of unsecured protected health information.



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### What should you do (as a student, staff or faculty member) to keep ePHI or otherwise restricted data safe?

Do your part to keep the University's information and information assets safe.

- ⇒ Lock your computer when stepping away, even momentarily;
- ⇒ Review University and Security policies;
- ⇒ Never provide your password via email or telephone request;
- ⇒ Do not post patient data on social media or discuss in open areas;
- ⇒ And visit the Information Security Office intranet website for more tips!

[rbhs.rutgers.edu/ca/infosecurity](http://rbhs.rutgers.edu/ca/infosecurity)

Remember that all members of the University community have a responsibility to protect the *confidentiality*, *integrity* and *availability* of the organization's information and information assets.

**Confidentiality**—the expectation that only authorized individuals, processes, and systems will have access to ePHI or otherwise restricted data.

**Integrity**—the expectation that the University's information will be protected from intentional, unauthorized, or accidental changes.

**Availability**—the expectation that information is accessible when needed.