PURDUE
UNIVERSITY

TO: Deans and Directors, Department Heads and Chairs, Vice Presidents

FROM: Al Diaz, Executive Vice President for Business and Finance, Treasurer
                Timothy D. Sands, Executive Vice President for Academic Affairs and Provost
                Gerry McCartney, Vice President for Information Technology and CIO

DATE: April 25, 2012

RE: Purdue Data Handling and Incident Response Responsibility

Please distribute this memo within your departments.

All employees of Purdue University are entrusted with the personal information of Purdue students, faculty, staff and other individuals with whom we do business. This data can include name, financial information, health information, student information, employment information, and Social Security number. This personal data is often protected by state and federal laws that require us to ensure the security and privacy of that data. It is everyone's responsibility to report any instances where that security and privacy was compromised.

Failing to report instances where our data security has been compromised can result in reputational risk, monetary fines, increased costs of doing business, and in severe circumstances, criminal and civil penalties.

As someone who has been entrusted with this information, all Deans and Directors, Department Heads, Vice Presidents, Faculty and Staff are expected to know the University's data handling policies. You can review Purdue's data handling policies and practices at
http://www.purdue.edu/SecurePurdue/bestPractices/dataClass1.cfm

If personal information is improperly disclosed or potentially disclosed due to a security breach, the incident must *immediately* be reported and actions must be taken swiftly to ensure that the data disclosure is stopped and mitigated.   If any employee believes that a University owned computer device has been involved in an IT incident, he or she should use the "Report a Security Incident" link on the SecurePurdue (http://www.purdue.edu/SecurePurdue) website or send an email to abuse@purdue.edu to report the event.

There are a number of resources available to Purdue employees to learn more about handling personal information and computer security. The SecurePurdue website is a clearinghouse for this information and is updated regularly with important security news for the Purdue community.

Visit http://www.purdue.edu/SecurePurdue to learn more.