

**▲ PROTECT
HIGH
RISK
INFORMATION**

YOU ARE THE KEY TO PROTECTING HARVARD'S HIGH RISK CONFIDENTIAL INFORMATION.

The Massachusetts identity theft law requires you to protect high risk confidential information AND that you dispose of it securely. Harvard University's vendor partner, Data Shredder, can help you safely dispose of paper and electronic media containing high risk confidential information.



MASSACHUSETTS IDENTITY THEFT LAW REQUIRES YOU TO PROTECT HIGH RISK CONFIDENTIAL INFORMATION.

The law and Harvard policy require that you **DISPOSE** of this information in a secure way.

FOR PAPER

- A cross-cut shredder is the best tool for shredding your documents so they cannot be reconstructed.
- Harvard recommends you use University vendor partner, Datashredder for approved paper destruction. More info can be found at <http://www.security.harvard.edu/resources/best-practices/secure-destruction>

FOR COMPUTERS

- Simply deleting high risk confidential information is not sufficient; you must use a secure file erasure program.
- For computers that are being de-commissioned, all disks should be fully erased or destroyed.
- Find out about Harvard's Best Practices for secure electronic media destruction at <http://www.security.harvard.edu/resources/best-practices/electronic-materials-destruction>

Contact Data Shredder directly at **1.800.622.1808** or email info@datashredder.net.

Data Shredder can provide certification that the material has been destroyed in accordance with University policy and Massachusetts law.

HARVARD'S POLICY ON HIGH RISK INFORMATION APPLIES TO YOU.

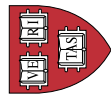
Every Harvard employee is required to protect confidential or high risk information within the Harvard Enterprise Security Policy, including Social Security numbers, credit card and bank account information, human subject information and medical information. The policy can be found at:

<http://www.security.harvard.edu/policy>



INFORMATION
SECURITY AT
HARVARD

www.security.harvard.edu/policy



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