



**Instructions:** Next to each security concept, rate your level of awareness in the space provided.

Security concept	My awareness 0=unaware 5=fully aware	Resources
<b>I am aware of, and have read, the Appropriate Use Policy</b> (Policy)		<a href="http://www.infoservices.neu.edu">www.infoservices.neu.edu</a>
<b>I understand FERPA, HIPAA and University policy around use of information and disclosure of records</b> (Student Handbook) (HIPAA Policy) (Social Security Number Policy) Policy		<a href="http://www.northeastern.edu/osccr">http://www.northeastern.edu/osccr</a>  <a href="http://www.neu.edu/adminm/HIPAA_Privacy_Practices.pdf">http://www.neu.edu/adminm/HIPAA_Privacy_Practices.pdf</a>  <a href="http://infoservices.neu.edu/get_help/content/ssnpolicy.pdf">http://infoservices.neu.edu/get_help/content/ssnpolicy.pdf</a>
<b>I know the types of information I handle, the value of information, how information can be misused, and the consequences of loss, unauthorized disclosure, or theft.</b> General awareness		
<b>My office or suite door is always locked during off-hours.</b> (Physical protection)		<a href="http://www.publicsafety.neu.edu/tips.html">www.publicsafety.neu.edu/tips.html</a>
<b>I understand the phrase "social engineering"</b> General awareness		<a href="http://en.wikipedia.org/wiki/Social_engineering_(computer_security)">http://en.wikipedia.org/wiki/Social_engineering_(computer_security)</a>
<b>Before throwing away papers, I first check for sensitive information, then, I use an appropriate disposal method.</b> Confidentiality		<a href="http://www.infoservices.neu.edu/get_help/content/Disposal_Guide.pdf">http://www.infoservices.neu.edu/get_help/content/Disposal_Guide.pdf</a>
<b>I avoid discussing confidential information in public. When I hear others doing so, I gently remind them to use discretion.</b> Confidentiality		
<b>I lock my desk and file drawers when leaving for the night or weekend.</b> Physical protection		<a href="http://www.publicsafety.neu.edu/tips.html">www.publicsafety.neu.edu/tips.html</a>
<b>I logoff my workstation when I am away from it. I turn my workstation off at the end of the day.</b> (Technical controls)		
<b>My laptop is always locked down with a security cable.</b> (Physical protection)		<a href="http://www.publicsafety.neu.edu/tips.html">www.publicsafety.neu.edu/tips.html</a>
<b>I make daily backups of critical information.</b> Availability		
<b>When I receive an email message, I open it only after I recognize the name of the sender and the subject line.</b> (Integrity)		
<b>I know how the data I work with normally appears. If something doesn't look right, I question it, and if I can't explain it, I always ask a colleague for help.</b> (Integrity)		
<b>Unknown visitors to my office area are escorted. If I see someone in my area who I don't recognize and who is unescorted, I ask if I may assist them.</b> (policy)		<a href="http://www.publicsafety.neu.edu/tips.html">www.publicsafety.neu.edu/tips.html</a>