

Administrator best practices for data security

- **Know and enforce Purdue security and IT policies**
 - http://www.purdue.edu/policies/pages/information_technology/info_tech.html
 - stay abreast of interim policies and how they might affect your areas
- **Engage your IT Executive Steering Committee representative**
 - the ITESC members are involved in policy development on a regular basis
- **Engage your local Information security officer (ISO)**
 - list of ISOs can be found at <http://www.purdue.edu/securepurdue/officers.cfm>
 - support them as they enforce policies in your area
- **Make security a priority**
 - IT and data security should be a topic of discussion at a staff meeting
- **Know what data and assets are under your control**
- **Develop a security plan for your area that is consistent with Purdue's plan**
- **Ensure that faculty and staff have training in IT and data security**
 - strongly consider having your Information Security Officer trained and certified as a
 - certified information system security professional (CISSP)
- **Perform risk assessment on a regular basis**
 - a risk assessment guide is available at <http://www.itap.purdue.edu/security/assessment.cfm>
 - discuss the risks with your ISO