Security Guidelines for Domestic and Foreign Travel

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General Travel Guidelines

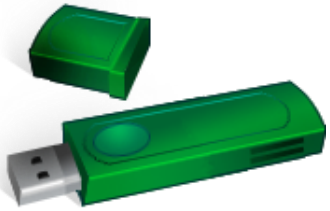
- Heightened Risks
  - Theft of equipment
    - Try not to look like a tourist
    - Never leave your bags unwatched
    - Be aware of your surroundings
  - Theft of credentials
    - Don’t use hotel business centers or web cafés to check your email, bank accounts, stock accounts, etc.
      - There is a good chance that they have key logging programs installed
    - Don’t use unknown WiFi networks
      - If you don’t know, ask

General Travel Guidelines

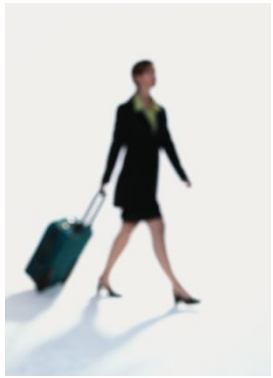
- Backups of your data
  - Backup everything before you leave
    - If your only copy gets stolen, you're in trouble
  - Take more than one copy of your presentations
    - Don't keep them in the same place
    - Email yourself a copy
    - Send a copy to the conference organizers

General Travel Guidelines

- For domestic travel
  - Any device containing University sensitive data
    - Must have a strong password
    - Must have a locking screensaver
    - Must be encrypted
- This includes
  - Laptops
  - Tablets
  - Cell Phones
  - External Storage (the encryption part)



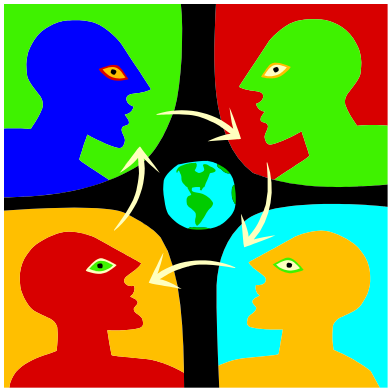
General Travel Guidelines



- Before you go …
  - Check to make sure your machine is up to date
    - Check updates for OS, AV, and all applications
  - Make sure you have all of your gadgets, and only take the ones you really need
    - Chargers, cables, any anything else you may need
      - For foreign travel, you will need plug converters
  - Test your presentation
    - Better to do that here, then have to call the Help Desk long distance

International Travel Guidelines

- **International** travel is not the same as **Domestic** travel
  - Different laws
  - Different expectations of privacy
  - Language differences may make for complicated interactions



International Travel Guidelines

- Don't take sensitive data with you
  - See Data Classification policy
    - http://policylibrary.columbia.edu/data-classification-policy
  - Loss of data through theft, seizure or search can get very complicated
  - If your equipment is not in your possession at all times, you should assume that the hard drive may have been copied
  - Even if device is encrypted, you may be required to supply the password in order to clear customs
  - If sensitive data is required, make arrangements to download data using a secure encrypted link (VPN) and securely delete data when you are done using it

International Travel Guidelines

- Protect your data in case of loss or theft
  - Encrypt your device (supported devices)
  - Use a strong password and device timeout
    - Setting a password on a smart phone encrypts the data
  - Consider using auto wipe – 10 bad password guesses and the device gets erased (smart phones)
  - If you downloaded data for a meeting, remember to securely erase it when the meeting is over
    - Data you do not have cannot be compromised

International Travel Guidelines

- Protect your identity
  - Do not use the same password for multiple resources
    - Never use your UNI password for another resource
  - Don't log into any resource on a "free" computer
  - Don't use unidentified WiFi networks
  - Random web surfing can be very risky, **don't do it**
  - If a web site looks different, **don't use it**
  - Change your password(s) when you get back using a secure computer

International Travel Guidelines

- Protect your devices
  - Backup your devices before you leave
  - Install all updates before you go (including AV)
    - Installing updates while traveling is risky
  - Consider taking a bare bones or loaner system on your trip – speak to your department
  - Check that any software you are traveling with is allowed in the country you are going to – See:
    - http://finance.columbia.edu/content/export-controls-columbia-international-travelers
  - Don't cook your device, make sure you have the proper converters

International Travel Guidelines

- Travel between countries – Crossing the border
  - Carrying data across the border can be especially risky
    - Border control officers can request that you enter passwords and take your machine away for inspection
    - If you refuse, you or your device may be detained
  - If your device is seized, try and get documentation
    - Contact the U.S. Embassy or Consulate for advice
    - If your device is taken by the U.S. customs, contact Columbia University's department of Export control
      - http://finance.columbia.edu/content/emergency

Summary

- Travel with electronic devices and data presents additional risks.
- Situational awareness is essential for security.
- Personal safety is of the highest priority. When an official request is made, turn over the device.
- You can send questions to security@columbia.edu

Questions?