



# BSD Information Security



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## Happy Holidays and Secure New Year

In this issue of the BSD ISO Cybersecurity Newsletter...

- **Happy Holidays and Secure New Year from the BSD Information Security Office!** – (Page 1)
- **BSD Cloud Storage Solution - UChicagoBox** – Do you store files? Do you share files? If so, you'll be excited to know that as a part of the BSD Research-Centric Information Security Enablement (RISE) program, established to enable and protect the research and academic functions of the BSD, we are rolling out UChicagoBox to select BSD departments. UChicagoBox combines powerful content management, flexible collaboration tools, and the security you need for sensitive files, all in one easy-to-use platform. For more information about this project, see the UChicagoBox section. (Page 2)
- **Data Security Awareness Training** - The University of Chicago, IT Services IT Security and the Biological Science Division (BSD) Information Security Groups, are leading an important initiative, an online Data Security Awareness Training (DSAT). See the DSAT section for more information regarding the training. (Page 2-3)
- **What's new ...**
  - **Cyber Security Policies** – The second set of cyber security policy documents have been approved by the BSD Dean, Kenneth Polonsky and UCMC President, Sharon O'Keefe as of December 17, 2015. See the Policies section for information regarding the policies. (Page 3)

**Happy Holidays and Secure New Year from the BSD Information Security Office!**



## **BSD Cloud Storage Solution**

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As part of the BSD Research-Centric Information Security Enablement (RISE) program, established to enable and protect the research and academic functions of the BSD, all BSD Basic Science and non-clinical staff are now eligible for UChicagoBox. Access to UChicagoBox is granted to staff within specific departments. The departments listed below have been granted full access to UChicagoBox now. The remaining BSD Departments will be granted access after additional security controls are implemented.

### **BSD Departments with Access to UChicagoBox**

- Alliance for Clinical Trials in Oncology
- Animal Resources Center
- Biochemistry and Molecular Biology
- Chief Research Informatics Office
- Committee on Evolutionary Biology
- Ben May Department for Cancer Research
- Ecology and Evolution
- Medicine and Biological Sciences Development
- BSD Dean's Office
- Facilities, Design and Construction
- Human Genetics
- Institute for Genomics and Systems Biology
- Molecular Genetics and Cell Biology
- Microbiology
- Neurobiology
- Organismal Biology and Anatomy
- Office of Shared Research Facilities
- Pharmacology and Physiology
- Public Health Sciences

### **Getting Started**

To claim your account, visit [uchicago.box.com](http://uchicago.box.com) and log in with your CNetID and password. If you'd like some pointers for setting up your account, [you can find them here](#). If you are a staff member of one of these departments and you don't have access please work with your Human Resources representative to ensure you are setup correctly in Workday.

### **Technical Support**

An entire library of support materials is available at [support.box.com](http://support.box.com), including videos, articles, and user forums. For more help, please contact the ITS Service Desk at 773-702-5800 (2-5800).

### **Questions**

Send any questions and feedback about this rollout to [security@bsd.uchicago.edu](mailto:security@bsd.uchicago.edu).

## **Data Security Awareness Training (DSAT)**

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The BSD Information Security Office (ISO) in collaboration with the University of Chicago IT Services IT Security Team is rolling out Data Security Awareness Training (DSAT) for all BSD employees. BSD employees already taking UCM HIPAA Security Training are automatically excluded from this training.

This training covers a variety of topics including what employees can do to safeguard information assets and confidential information from an ever-growing wave of cyber-attacks. The training will also include a quiz to test the understanding of the security topics and we will provide supplemental security materials after employees complete the training.

The following questions provide additional details about the training.

### **What is Data Security Awareness Training (DSAT)?**

The training is a 15-minute video followed by a 10-question quiz, similar to the fire safety and evacuation course required of all employees. The training should take less than 30 minutes to complete.

## Who needs to take the training?

All current University staff, and all staff and faculty of the Biological Sciences Division.

## When will the training be available?

You will receive an invitation via email with the subject - New task: IT Services Data Security Awareness Training when the course is open, and will then have 30 days to complete the training.

## Cyber Security Policies

We are pleased to announce that BSD Dean, Kenneth Polonsky and UCMC President, Sharon O’Keefe have approved the following new cyber security policies:

Policy	Purpose	Target Audience
Audit and Accountability Policy	Defines the methods for managing user access audit records to enable the monitoring, analysis and investigation of inappropriate information system activity.	<ul style="list-style-type: none"><li>Information System Owners and IT Staff</li></ul>
Configuration Management Policy	Sets requirements for maintaining system inventory and defines the process for managing configuration changes to mission critical systems through a formal review process.	<ul style="list-style-type: none"><li>Information System Owners and IT Staff</li></ul>
Physical and Environmental Protection Policy	Defines the physical controls that must be in place to protect Information Systems from physical unauthorized access and safeguard against environmental threats (e.g. power failures etc.).	<ul style="list-style-type: none"><li>Administrators, Faculty, Staff</li><li>Information System Owners and IT Staff</li></ul>

The BSD, UCM and University Information Security Offices collaboratively developed these policies to guide our organizations through the new landscape of cyber security threats and regulations. These policies will supersede the existing Information Security Policies, which were last published in 2006. This new set of robust Policies will enable the organization to:

- Compete for new research opportunities and grants
- Safeguard patient, student and staff information
- Support critical business processes

It’s important that you read the policies. We’ve developed a policy summary document for each policy that you can read through in less than a minute. You can access the new policies and summaries directly from our website [BSD Information Security Office Policies](#).

## What to do if you become aware of an information security incident?

Contact the BSD ISO Team via email at [security@bsd.uchicago.edu](mailto:security@bsd.uchicago.edu).

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