Follow the “90/10” Rule!

90% of security safeguards rely on users to adhere to best computing practices
10% of security safeguards are technical (anti-virus software, firewalls, software updates, etc.)

Data Classification

It’s important to understand how Cal Poly classifies data in order to protect the university and its students, staff, and faculty.

**Level 1 - Confidential:** The unauthorized disclosure, compromise or destruction of this information would result in severe damage to Cal Poly, its students, or employees. Financial loss, damage to Cal Poly’s reputation, and possible legal action could occur.

**Level 2 – Internal Use Only:** This information must be protected due to proprietary or privacy considerations. It’s intended for Cal Poly employees, auxiliary employees, contractors, and vendors covered by a confidentiality-security agreement with a business need-to-know.

Phishing

Phishing emails are designed to make victims reveal personal information by pretending to be from trusted sources. They typically ask you to reply or complete an online form with your username and password or other confidential information. Protect yourself and your devices from getting hacked by remembering these things:

- **Cal Poly will never ask you for your password via phone, email, or a non-calpoly.edu web form.**
- Never click on a link without verifying that it is valid. When using your computer, you can just hover your mouse over the link.
- Don’t give out personal or confidential information on the phone, through the mail, or on the internet.

Other Security Best Practices

- Protect your computer by logging out of your workstation when you walk away.
- Only use university resources that you’ve been authorized to use and do not share access with others.
- Secure your laptop, phone and other mobile devices with a password or PIN.

Learn more about information security and safe computing policies and practices by visiting Cal Poly’s Information Security website at [security.calpoly.edu](http://security.calpoly.edu).