



Data Security on IT Equipment/Devices

July 12, 2022

To All UP Office Users:

Data security is of paramount importance to the University. To secure data and information using various IT equipment and devices (e.g. desktop computers, laptops, printers, and scanners), please be reminded of the following:

For Desktop PCs, Laptops and Tablets:

1. The operating system (OS) of your device must be running the latest version.
2. If you are using software applications, the multi-factor authentication (if available) must be enabled.
3. The device must have the latest version of virus/malware scanning software, such as BitDefender, Kaspersky, and Malwarebytes.
4. If you have leased your equipment/device from a 3rd-party company, the hard drives/solid-state drives must be fully deleted BEFORE the return of said device to the leasing company. There are Industry-standard data storage deletion protocols that can be used for deleting the contents of the drives. Please refer to this link:
<https://itdc.up.edu.ph/faqs/guide-on-how-to-delete-data-stored-in-hard-drives>

For Printers and Scanners:

1. The scanner/printer's operating system (usually called "firmware") must run on the latest version.
2. The user PIN or password of your device must be enabled. If this is available, the PIN or password of your scanner/printer must be updated regularly.
3. For new printers/scanners, the printer/scanner must be configured properly (including the activation of its security features). Always ask your technical staff to assist you with the configuration of your printer/scanner. For technical support, please refer to the links provided below (for technical support).

UP offices/units are strongly advised to be extra vigilant when renting IT equipment and devices from 3rd party commercial vendors. Always prioritize security over convenience.

Should you need technical support on the IT equipment and devices that you either leased or procured, please contact the following:

For UP System Offices/Units: <https://ictsupport.up.edu.ph/>

For CU Offices/Units: <https://itdc.up.edu.ph/contact-us#cu-it-support>

For your guidance and information.