

# SAFEGUARDING COMPUTER EQUIPMENT DURING OFFICE MOVES AND RENOVATIONS

While it is always important to be mindful of physical security for computing devices, it is especially important to safeguard this type of equipment during office renovations and office moves. These types of events have the potential to create scenarios when there is a higher risk for computer and identity theft.

1. Staff members are either not in their offices, or are in temporary locations and cannot keep an eye on their equipment.
2. People are coming and going with the business of moving and renovation. It is easy for someone to blend in and use this as an opportunity for theft.
3. Computing Systems often contain old class rosters with SSN data and/or research data that contain personally identifiable information that would require notification by Arizona State Law if it was acquired and used by an unauthorized person.

The unit's IT Security Council member should be involved in the planning and execution of moves and renovations.

- If equipment is being evaluated for Surplus during this time, work with the Surplus Property to coordinate safe transition of ownership of the equipment. Surplus Property information regarding their procedures for erasing computer and copier hard drives is listed on their website (<http://pacs.arizona.edu/surplus>).
- Inventory all equipment, and then move the equipment to a locked location during moves or renovations. If possible, do not set up systems until persons return to their offices if they are away for the summer.
- Work with the moving coordinator to time equipment redeployment after work is completed, key changes are completed as needed and offices are secure.
- Include laptops, external hard drives, removable devices such as USB keys, as well as desktop systems. All of these types of equipment could have personally identifiable information stored on them.
- Contact UA Information Security if you have any questions (520-621-UIISO). We want to work with you to help you safeguard your computing equipment during this time!