



UCSF Minimum Security Standards Checklist for Electronic Resources

All campus systems and non-UCSF systems used for UCSF business or connecting to the UCSF network must comply with UCSF Minimum Security Standards. For questions or assistance, or if you answer **NO** to any of the questions below, please contact the DOM IT Services Helpdesk at 476-6827, helpdesk@medicine.ucsf.edu, or online at <http://medicine.ucsf.edu/domit/>. More resources can be found at <http://security.ucsf.edu/>.

Name:	Division:	Response (Yes/No)
Date:	System:	

Passwords

Do all systems enforce password guidelines compliant with UCSF standards (see <http://oaais.ucsf.edu/OAAIS/1174-DSY.html>)?

Are users required to change pre-assigned passwords immediately?

Have you modified all default passwords for network-accessible devices and systems?

Are all devices and systems set to auto-lock and do they require a password for access after a twenty-minute (or less) period of inactivity?

Physical Security

Are computing devices which store restricted information always physically secured when unattended?

Anti-virus Software

Is anti-virus software installed, *enabled*, and current on all systems?

Firewall Software

Is firewall software installed and *enabled* on all laptops, desktop machines, and servers?

Email and Encryption of Confidential Information

Do all users in your department know how to encrypt email to protect confidential information?

Is all email containing protected health information or other confidential information encrypted?

Is remote access managed entirely with secure solutions over encrypted channels (e.g., campus VPN)?

Is encryption in use on all mobile devices that store or transmit patient health information or other confidential information?

Is encryption used on all outbound transmissions of patient health information or other confidential information?

Software Updates and Patches

Are the latest patches and updates applied to your system as soon as they are made available?

Unnecessary Services

Have you disabled unnecessary services on your computer?

Comments: