



Cyber Security and Information Management

For Students undertaking Work Integrated Learning /Work Experience from home

It's important that you are aware of important aspects of cyber security and information management when you undertake a WIL/WE placement in a home environment.

Handling industry partner's information appropriately, consider the following:

- Save any documents in storage solutions as instructed by the industry partner. In instances where the industry partner has not dictated a storage solution, you will save documents in a secure location that has a regular back-up strategy and is only accessible to you (i.e. not in a shared drive, or in a location where other people can access if multiple people use the device).
- Don't have video or phone meetings discussing sensitive information if other people within your household/location can hear.
- Don't create hard copy records (e.g. printing documents, taking physical notes) of sensitive information without approval from your placement supervisor.
- Take the utmost care to ensure that you don't cause information to be inadvertently divulged outside to an unauthorised person.
- If you have accidentally shared sensitive information with unauthorized or unintended people advised your placement supervisor immediately.

Secure your home environment:

- Use a password protected secure Wi-Fi network.
 - More information on using Wi-Fi safely: <https://my.uq.edu.au/information-and-services/information-technology/cyber-security/cyber-security-uq/using-wifi-safely>
- Undertaken UQ's Student Online Cyber Security Training. This training will help you understand how to securely use the web and email. **It's highly recommended.**
 - Access the training here: <http://learn.uq.edu.au/webapps/blackboard/execute/launcher?type=Course&id= 119769 1>
- Don't intentionally visit sites or click on links that could potentially infect the computer you are using for your placement with Malware.
- Use a machine with a current, up to date anti-virus installed on it.
 - If I require additional security controls to access sensitive data, connect via UQ's VPN
 - More information here: <https://my.uq.edu.au/information-and-services/information-technology/working-remotely/vpn-virtual-private-network>
- Only use a computer with a currently supported Operating System to perform your placement (i.e. not Windows 7).
- Ensure the device used for your placement is password or pin-secured, and lock the device if you are away from it.
- If the device you use is a shared device:
 - Use a password or pin protected personal account which only you have access to.
 - Ensure that no other person can access any WIL/WE documents or data.
- If the device you use to undertake WIL/WE work is lost or stolen and has sensitive information stored for your placement, alert your industry supervisor and your UQ placement supervisor.