



Privacy Buzz

Cyber Security 

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“Things You Should Know”

Phishing: a fraudulent attempt usually made through email to steal your personal information through fake websites that appear to be legitimate organizations including Vanderbilt University Medical Center (VUMC)

How to identify Phishing:

- ✓ Phishing emails usually ask for your personal information such as a credit card number, social security number, account number, or password.
 - VUMC has taken steps to decrease recent problems of phishing. The change to email subject lines will note **“External”** at the beginning of the subject from an outside source.
- ✓ Phishing emails will almost always tell you to click a link that takes you to a site where your personal information is requested.
- ✓ Legitimate organizations **would not** request this information from you via email.

The following steps/tips can be used to avoid becoming a victim:

1. Always check the sender’s address, and be aware that phishers may forge the sender’s address to make it look as though it came from a legitimate organization, when in fact it did not.
2. **Bottom line:** If you’re asked to reveal any personal information via email, you should not respond.
3. **Do not** click on links, photos or videos in these messages as they may contain viruses and malware that can be installed on your computer. (Facebook and other social networking messages, ads, videos and links).
4. **Remember:** Vanderbilt employees are never asked to provide their user name and password via an email.
5. If you think your user ID and/or password have been compromised, change your password immediately.

Encryption is the process of encoding messages or information in such a way that only authorized parties can read it.

Email Security is a broad term that encompasses multiple techniques used to **secure an email service**.

(Vanderbilt email is secure but not encrypted) From an individual/end user standpoint, email security measures include: Strong passwords; Password rotations; Spam filters; Desktop-based anti-virus/anti-spam applications.

How do I send an encrypted email?

You can send an encrypted email using File Transfer Application (FTA). FTA is an application allowing a user to securely transfer a file (excel, Word, PD, etc.) by using encryption from one email user to another. The FTA application can be used to transfer files among Vanderbilt workforce members and between Vanderbilt workforce members and external party users. FTA is required for transmitting all data that contains PHI, RHI or sensitive information. (Note: the email body is not encrypted only the attachment).

Protecting Your Passwords:

- ✓ Never share or allow anyone to work under or use your User ID or Password, it is a violation of the VUMC Confidentiality Agreement that you signed and security violation which results in disciplinary/corrective action.
- ✓ If you share your User ID or Password you give that person the ability to access your personal HR data:
 - Salary
 - Date of Birth
 - Home address and phone number
 - Name of your bank and checking account# (if you have direct deposit)
- ✓ You give that person the ability to access systems with confidential information that you have access to which they may not be authorized to access, thus jeopardizing the integrity and confidentiality of the information.