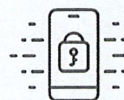


How to Keep Your Data Secure While TRAVELING ABROAD

Travel is unpredictable. Know the risks prior to traveling - visit www.travel.gc.ca.



Secure your technology

- ✓ Update all operating systems and software, including antivirus.
- ✓ Turn off the auto-connect feature for Bluetooth and wireless networks.
- ✓ Ensure access to each device requires a unique secret key such as biometrics or a strong password.
- ✓ Encrypt the device if possible.
- ✓ Turn on "find my device" and learn how to locate and wipe it remotely.
- ✓ Consider purchasing a "pay as you go" phone. These phones are less expensive to replace if lost or stolen.



While you are traveling

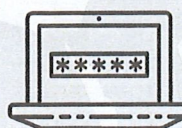
- ✓ Keep devices in your possession AT ALL TIMES. If this is not possible, lock them in a safe place.
- ✓ Do not connect to untrusted computers or Wi-Fi networks like those in coffee shops or hotels.
- ✓ Only share personal or business information with people who need to know, and understand the risks of doing so.
- ✓ Do not remain connected to the internet for extended periods of time.
- ✓ Beware of signs of a scam:
 - An urgency to take action
 - Free tech gadgets (USB keys)
 - Unsolicited communications
 - Requests for assistance

For information on security services offered by Queen's, visit queensu.ca/its/security



Protect your data

- ✓ Turn on two-factor authentication for your personal accounts (e.g. Apple, Facebook).
- ✓ Back up all data stored on your devices.
- ✓ Delete data and applications not required for your trip.
- ✓ Clear all browser history, turn off "remember me" features, and delete passwords stored in applications and browsers.
- ✓ Keep a copy of important contacts handy.
- ✓ Avoid public charging stations.



Be aware that when connecting to the internet abroad, all of your actions may be monitored.

When you return home



- ✓ Prior to connecting to the internet:
 - ✓ Wipe your devices.
 - ✓ Scan all devices for viruses and malware.
 - ✓ Restore data from the backup taken before traveling.
 - ✓ Change passwords if you received alerts about suspicious activity.

Need Help?

Seek the assistance of the Canadian Embassy should you encounter an incident while traveling abroad (www.travel.gc.ca) or by telephone at 1 (613) 996-8885 and then report the incident to the Queen's IT Support Centre when you return home.

If you have questions about traveling abroad, you can drop in to see us, give us a call, or fill out our Online Help Form for assistance. Visit queensu.ca/its/contact-us for more information.