

# Scan Your Computer(s) For Sensitive Data

It's that time again!.. Time to scan your computer(s) for sensitive data to be in compliance with Cornell University policy (see *snippets of Cornell security policy below with a link for more information*).

**Identity Finder is the software program to use to help you locate confidential data on your machine.** All CCE-owned computers should already have this software installed, if your computer doesn't or if you've forgotten your Identity Finder password, please see your local IT contact.

CCE Administration recommends we do this scan at least twice per year, and quarterly for Finance and HR users. I would like each staff person to run the scan on their computer this month, and your local IT contact will have the sign-off sheet so we can record when the scan was last completed on your computer.

Please follow the instructions here on how to scan your computer: <http://www.it.cornell.edu/services/identityfinder/howto/index.cfm>

(I highly recommend reviewing [this page](#) and the how to videos on how to ignore or shred files before you begin. Also, please be sure to close out of all programs before running the Identity Finder scan!)

Please Remember: Once your computer has been scanned and you have worked through the results and removed any sensitive data, please see your local IT contact to sign off that your computer is clear of sensitive data. Please complete this by the end of February! **Thank you!! J**

## Cornell Security Policy Information

- **Protecting University Data:** You are responsible for Cornell data stored on computers you use. You are the custodian of that data. This is established in numerous Cornell policies. See [An Overview of University Policies on Computer Security and Data Protection](#).
- **Know What Information Is on Your Computer, and Secure It:** Be aware of what types of information are stored on your computer and take steps to protect it.
- **University Data Currently Classified as Confidential:** Data currently classified as confidential includes the following, when they appear in conjunction with an individual's name or other identifier: Social Security numbers, Driver's license numbers, Credit card numbers, Bank account numbers, Protected health information.

To read more about Cornell's security policies, go to: <http://www.it.cornell.edu/security/data/index.cfm>

*FYI: The software download for Identity Finder is licensed only for Cornell-owned computers. If you would like to use it at home, there is a free version that you can download here: <http://www.identityfinder.com/us/Home/IdentityFinder/Free>*