

HOW TO CREATE A SECURE PASSWORD

Passwords must contain at between 6-16 characters. (IPO recommends passwords with a minimum of 8 characters).

Passwords must use a minimum of 3 of the following criteria:

- upper case letters
- lower case letters
- numbers
- special characters (!, \$, & etc.)

Secure Password Suggestions

- Create a password that is difficult to guess. Avoid using your name or birth date.
- It is easier to remember long, complex passwords if you put them in context using a meaningful phrase. Consider lyrics from your favourite song!
- Try modifying your phrase by removing spaces and replacing certain vowels with numbers or special characters. For example, the letter 'O' can be replaced with a zero or 'A' with the '@'.

Sample Phrase: Manic Monday

Sample Password: m@nicM0nd@y

- Memorize your password and protect it! Keep the password separate from your USB drive, laptop or monitor.

Information on the move- Protect it!

INFORMATION PRIVACY OFFICE

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SECURE USB SPECIFICATIONS

- FIPS 140-2 Level 2 Certified, TAA-compliant
- After 10 failed password attempts, all data is erased
- Complex password is enforced
- Tamperproof seal and coating
- titanium-coated stainless steel casing
- Hardware-based, 256-bit Advanced Encryption Standard (AES) in CBC mode

Don't let personal
information fall
into the wrong hands



FREQUENTLY ASKED QUESTIONS

Q. What information can I save on these USB drives?

A. These are encrypted devices. You can store any information, as long as you have a strong and secure password. **All patient information must be stored on this device.**

Q. Can I store confidential information on any device?

A. No. Kingston's DT4000 USB was chosen specifically because it meets VCH's security standards. Any device that contains confidential information must be encrypted and password protected, including your personal devices (i.e. laptop, smart phone, tablet). Do not share your password with others or share your USB drive.

Q. What if I lose my password?

A. The device will request a password hint when you set it up for the first time. If you still can't remember, your data will be inaccessible. However, you can reformat your USB to use it again in the future. If a back-up copy of the information is required, you must store it on another encrypted and password protected device.

Q. What if I lose my USB drive?

A. You must report the loss to your Program Director and the Information Privacy Office. The Information Privacy Office will arrange for a replacement device.

UBC/VCH USB PROGRAM

VCH and UBC are collaborating to issue encrypted USB drives to all residents practicing in British Columbia. All patient information must only be stored on this USB drive or another encrypted device.

VCH POLICY

Please review the Mobile Computing & Portable Storage Device Security Policy on VCH Connect > Policies and Manuals > Alphabetical List of All Policies > under the letter "M"

DEVICE ASSISTANCE

This device is not supported by the VCH Service Desk, IMITS, UBC Faculty of Medicine, or UBC MedIT. If you have a problem with the device please see the User's Manual on the device or the company's website. If you feel the device is defective, please contact the Information Privacy Office for a replacement.

<http://www.kingston.com/support/USBFlashDrives/default.asp>

USING YOUR DT4000 WITH YOUR PC

1. Connect the Kingston DT4000 directly into a USB port on your notebook or desktop computer. You may have to select, Run DT4000 Launcher
2. Select your language preference, click *Next*
3. Review and accept the license agreement, click *Next*
4. Create a complex password to protect your data. Use the guidelines provided "How to Create a Secure Password".
5. Enter a password hint to help you if you forget your password. Click *Next*
6. Enter your contact information – do not include your password, click *Next*
7. Device will take a few seconds to format. Click *OK*
8. Click *Finish*. Click *Browse DT4000* to see the content of your USB drive

USING YOUR DT4000 WITH YOUR MAC

1. Connect the Kingston DT4000 directly into a USB port on your notebook or desktop computer.
2. Select your language preference, click *Next*
3. Review and accept the license agreement, click *Next*
4. Create a complex password to protect your data. Use the guidelines provided "How to Create a Secure Password".
5. Enter a password hint to help you if you forget your password. Click *Next*
6. Enter your contact information – do not include your password, click *Next*
7. Device will take a few seconds to format. Click *OK*
8. Click *Finish*. Click *Browse DT4000* to see the content of your USB drive