



Theft of Information Assets

Theft of information assets is the unauthorized use or disclosure of confidential or sensitive information, such as intellectual property, research results, and non-public data. Theft of this information can harm the university's reputation, impede research progress, result in legal liabilities, and lead to loss of grants or funding. Protecting this information is essential to the university and related organizations. The Q&As below contain controls to help prevent theft of information assets.

🚩 Are information assets properly classified and managed?

- Information assets should be classified consistent with [ISSP-001](#).

🚩 Are appropriate encryption methods used to protect information?

- Sensitive or confidential information should be encrypted to protect the data consistent with [ISSP-006](#).

🚩 Do employees receive appropriate training?

- Employees should be provided with security awareness training and the need to protect sensitive information per [ISSP-026](#).

🚩 Are information assets adequately secured?

- Information should only be accessible by authorized individuals per [USF Policy 0-502](#).

🚩 Are information assets disposed of securely?

- Physical and electronic data should be disposed of per USF or DSO records disposal procedures, including [ISSP-009](#).

🚩 Are compromises to information assets reported promptly?

- Potential breaches, incidents, and events should be reported immediately to security@usf.edu or (813) 974-1222.

Where can I find more information?

🚩 [USF Policy 0-507 Data Management](#) and [ISSP-002 Incident Response Procedures](#)

🚩 [USF Regulation 5.001](#): Fraud Prevention and Detection

🚩 USF Office of Internal Audit website: <https://www.usf.edu/audit/>

How can I report potential fraud or abuse?

🚩 Notify your supervisor

🚩 Contact the USF Office of Internal Audit at (813) 974-2705

🚩 Report activities anonymously through the [EthicsPoint](#) hotline at (866) 974-8411