The Emergency Operations Committee and University leadership remain humbled by the responsiveness and adaptability this community has demonstrated in light of the current COVID-19 pandemic. Thank you to all of our faculty and staff who have so readily embraced the work-from-home policy as we navigate the hardships and challenges brought on by our current situation.

While working remotely, to maintain trust in the University and protect student data, please use the required security controls for the appropriate data:

For education and business records, including email (confidential data):

- Limit access to confidential data using a strong password for each person.
- Keep computers and mobile devices updated with security patches.

For Social Security, drivers license, credit card, and healthcare data (RESTRICTED Data):

- View this data privately on a secure, updated computer or mobile device.
- Print, store, temporarily download, or input this data only on a University-owned and encrypted computer.

Please contact your supervisor for assistance and guidance if any of the following situations occur:

- Access by household members to the same computer account used for University work.
- Sharing passwords with coworkers, supervisors, or others.
- Storing, printing, or processing RESTRICTED data on a personally-owned device.
- Putting RESTRICTED data in G Suite or on the S: or U: drive.

The Pepperdine Information Security Office provides consultation for supervisors on secure workflows and security resources at 310-506-4040 or iso@pepperdine.edu.

During a recent President's Briefing, President Gash announced the University's commitment to operational efficiency and encouraged employees to adopt practices to capture efficiencies and seek out opportunities to recognize expense savings during this time. For this reason, the University kindly requests for those who come to campus to perform their essential work duties, to please turn off lights, computers, monitors, and any other devices before leaving work for the day. These are small, but essential steps in saving energy and reducing utility costs (and it also aids security by shutting down so patches can be applied).