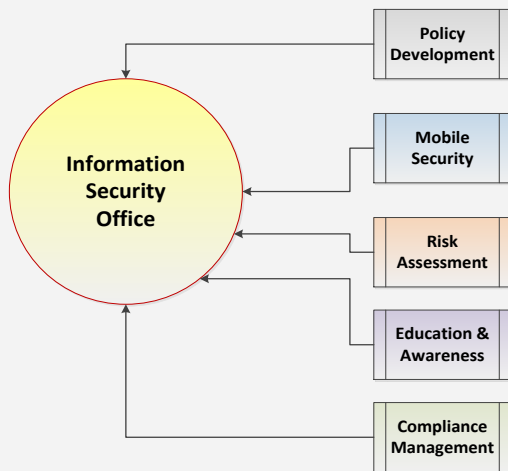


# Information Security Office (ISO)

## Information Security Office Mission

The mission of the Information Security Office (ISO) of Rutgers, The State University of New Jersey, located at Rutgers Biomedical and Health Sciences (RBHS) in Newark, is to deliver and maintain an Information Security Program that safeguards restricted information against unauthorized use, disclosure, modification, damage or loss. The Information Security Office will use a risk management approach and will follow the ISO/IEC 27002 Standard.



## Information Security Policy Development

- Information security policy is an essential component of information security governance; without the policy, governance would be difficult to implement and enforce.
- Various policies and standards have been created to support the institution's goal of meeting regulatory, statutory and legal obligations to maintain the confidentiality, integrity and availability of University information assets.
- Visit the Information Security Office website for a current listing of published policies—[rbhs.rutgers.edu/ca/infosecurity/policies/](http://rbhs.rutgers.edu/ca/infosecurity/policies/).

## What You Need To Know About RBHS Mobile Security



- **Smartphones and Tablets:** All University-issued smartphones and tablets must be secured using password protection and/or encryption.
- **Laptop Encryption:** All University-issued laptops (including those purchased with grant funds) are encrypted prior to distribution to the user. User Interaction Steps have been created for guidance. Visit the ISO intranet website for details—[rbhs.rutgers.edu/ca/infosecurity/mobile/](http://rbhs.rutgers.edu/ca/infosecurity/mobile/).
- **External Media Encryption:** [Training videos](#) are available and required for users of removable media. Users should also review the External Media Encryption FAQ—[rbhs.rutgers.edu/ca/infosecurity/mobile/](http://rbhs.rutgers.edu/ca/infosecurity/mobile/).

## Information Security Risk Management

- The Information Security Risk Management Program provides RBHS with the information and guidance needed to properly manage the security risks associated with information technology assets.

## IS Risk Assessment - Application Registration Tool

- The purpose of the Information Security Risk Assessment (ISRA) is to identify vulnerabilities or threats that could adversely impact existing systems within RBHS.
- To register your systems in the [ISRA Application Registration Tool](#) and to learn more about this project, review the [Information Security Risk Assessment](#) page, as well as the [ISRA Toolkit](#) for links to the Application Registration Guidelines and FAQs and User Instructions—[rbhs.rutgers.edu/ca/infosecurity/risk\\_management/assessment](http://rbhs.rutgers.edu/ca/infosecurity/risk_management/assessment).



## Information Security Compliance Management

- The compliance function provides data security guidance for business and academic units that are engaged in data collection or exchange with research funding partners.
- By measuring compliance, risks are addressed proactively and disruptions to business processes are minimized and information security threats reduced.
- The Information Security Office partners with business and academic units in the development of relevant security solutions.
- Business and academic units are assisted with information security assessments of third-party vendors.



## Education and Awareness:

- The Information Security Office offers various educational and informational material to support the security efforts of the schools and units of RBHS and the greater University community.
- The Information Security Trainer provides presentations for student orientations, as well as Security Resource Tables at University events.
- Visit the [Information Security Office](#) intranet website—[rbhs.rutgers.edu/ca/infosecurity/index.html](http://rbhs.rutgers.edu/ca/infosecurity/index.html)—for Upcoming Events, News Articles, Helpful Links, Newsletters, and more!



## PUTTING IT ALL TOGETHER

### MOBILE COMPUTING & REMOVABLE MEDIA SECURITY

### IS RISK ASSESSMENTS / APPLICATION REGISTRATION

### IS COMPLIANCE MANAGEMENT

### IS AWARENESS, TRAINING & EDUCATION

### POLICY FRAMEWORK



## Why Should Information Security Matter To You?

*Information security is more than a concept; it should be viewed as a daily set of actions that protect your patients, students, staff and the larger communities we serve.*

## CONTACT INFORMATION

INFORMATION SECURITY OFFICE  
Rutgers Biomedical and Health Sciences  
(RBHS)  
30 Bergen Street  
Newark, New Jersey 07107

E-mail: [infosecurity@ca.rutgers.edu](mailto:infosecurity@ca.rutgers.edu)

Fax: 973-972-1213

Staff:

**Sonia DaSilva, CISM, CISA, CGEIT**  
Information Security Officer

**Melissa Thomas, BS**  
Information Security Risk Manager

**Sharkirah Foote, BS**  
Information Security Trainer

**Doreen Lang**  
Program Support Specialist

[rbhs.rutgers.edu/ca/infosecurity](http://rbhs.rutgers.edu/ca/infosecurity)



# RUTGERS

## QUICK REFERENCE

### OVERVIEW:

### INFORMATION SECURITY OFFICE

*A Division of  
Information Protection and Security*



[rbhs.rutgers.edu/ca/infosecurity](http://rbhs.rutgers.edu/ca/infosecurity)

### IS Awareness Program

