



Policies and Benefits

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Information security on the road

Many TDCJ employees include work-related travel as one of their job duties and working on the road can lead to increased security risks, including strangers with easy access to agency computers, compromised networks or hardware key loggers. Here are some tips to help you keep both work-related and personal confidential information secure while traveling.

Physical security: Keep your devices in hand and don't leave laptops or other devices open when dining. Anyone passing by can see confidential information or even steal the computer while you're away from your table. Always be aware of your surroundings when using an ATM and never use a cash machine located in a low-security area.

Network security: Use a virtual private network when accessing the internet via WIFI. You don't know if the WIFI provider is using current and effective encryption algorithms or if the traffic is being "sniffed" for plaintext usernames and passwords. These methods can be used to steal your email, credit card and banking information. Avoid ATMs rented by the hotel if they are not owned by a major, recognizable financial institution.

Hardware Key Loggers: avoid using desk and lamp USB charging ports in hotels, as data could be copied using hardware key loggers which are undetectable by antivirus software. Use either wall plugs or your own USB charger.

Email security: Emails sent to fellow TDCJ employees through a TDCJ account are encrypted using SSL/TLS. If you must send a message to a non-TDCJ account, place any confidential information in an attached file, such as an MS Office document, rather than

the email body and make sure that the document is encrypted. Avoid public-use computer terminals when checking email and always remember that, even when traveling, sending confidential information between your work and your personal email account is explicitly prohibited.

For more information about information security, contact the Information Technology Division's Office of the Information Security Officer at (936) 437-1800 or by email at iso@tdcj.texas.gov. ●

