



Oregon State
University

Banking Encryption

June 14, 2023



Sensitive Data – Banking Information

Internal Control Guidance

- Sensitive data should be stored in SharePoint or OneDrive
 - Note: OneDrive is stored in SharePoint but provides a personal drive
 - Google drives are not secure and should NOT be used for sensitive data
- Do not electronically forward banking information unless using email encryption
 - Outlook – Options – Encrypt – “Oregon State University – Confidential”
 - If sending outside OSU: Outlook – Options – Encrypt – “Encrypt Only”
 - Do NOT send banking data through Teams

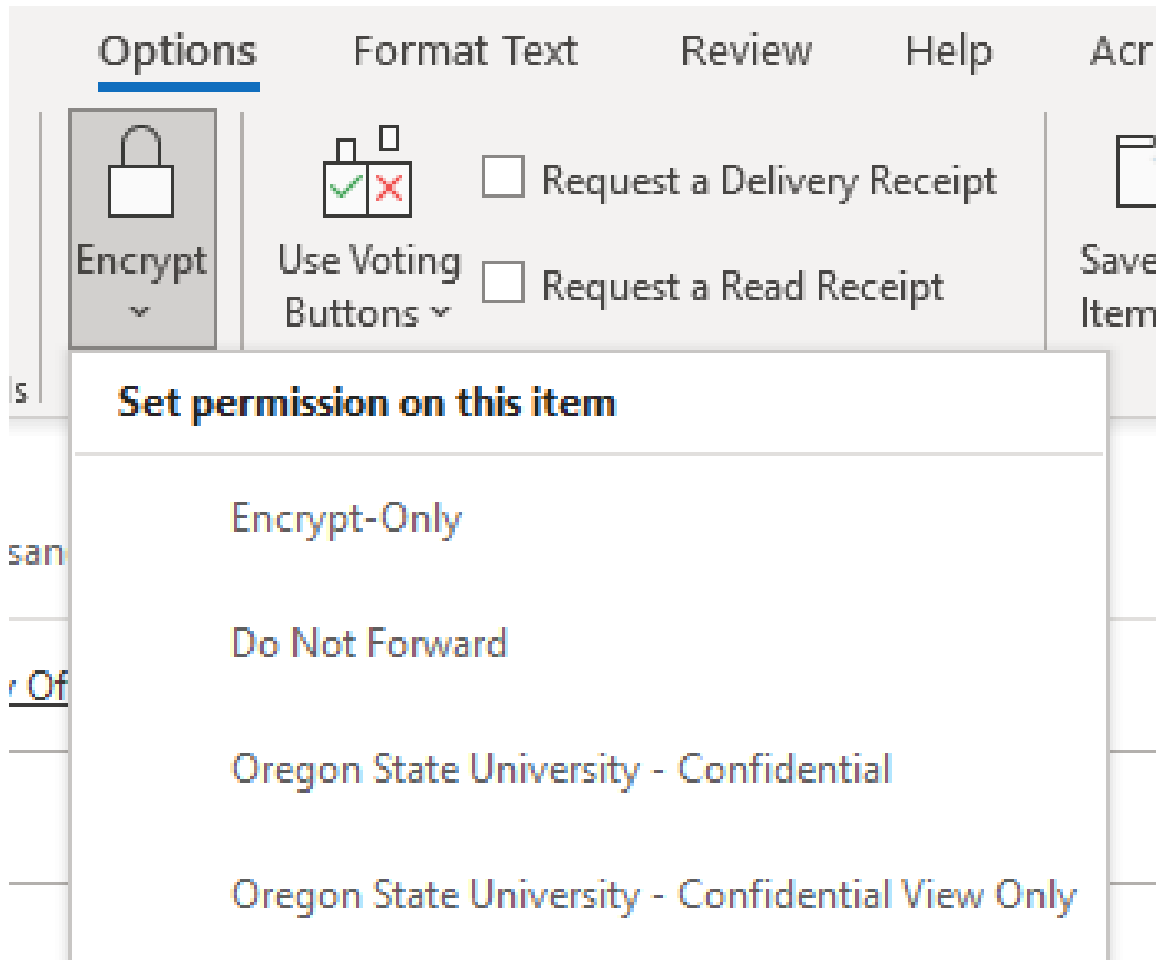
UIT is exploring utilizing a blanket rule in Microsoft to automatically encrypt messages that are marked/determined to be sensitive data, but this does not work for shared email accounts – and you should not wait for this solution to be fully deployed.

Microsoft Outlook Steps

Before sending a message that contains banking information – select Options in the top ribbon

The screenshot displays the Microsoft Outlook interface for composing an email. The top ribbon is set to 'Options', which is highlighted with a blue underline. The ribbon includes sections for 'Themes', 'Page Color', 'Encrypt', 'Tracking', and 'More Options'. The 'Tracking' section contains checkboxes for 'Request a Delivery Receipt' and 'Request a Read Receipt'. The 'More Options' section includes 'Save Sent Item To', 'Delay Delivery', and 'Direct Replies To'. The email header shows the 'From' field as 'heather.hesano@oregonstate.edu' and the 'To' field as 'Treasury Office <Treasury@oregonstate.edu>'. The subject is 'Encryption Test: Sensitive Data - Banking Information'. An attachment named 'Wells Fargo Escrow Remittance Data.pdf' (153 KB) is visible at the bottom left.

Choose the level of Encryption



When the encryption is selected, a message will appear defining each level.

- i** **Encrypt-Only** - This message is encrypted. Recipients can't remove encryption.
Permission granted by: heather.hesano@oregonstate.edu
- i** **Do Not Forward** - Recipients can read this message, but cannot forward, print, or copy content. The conversation owner has full permission to their message and all replies.
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- i** **Oregon State University - Confidential** - This content is proprietary information intended for internal users only. This content can be modified but cannot be copied and printed.
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