Oregon State University

Banking Encryption

June 14, 2023

Sensitive Data – Banking Information

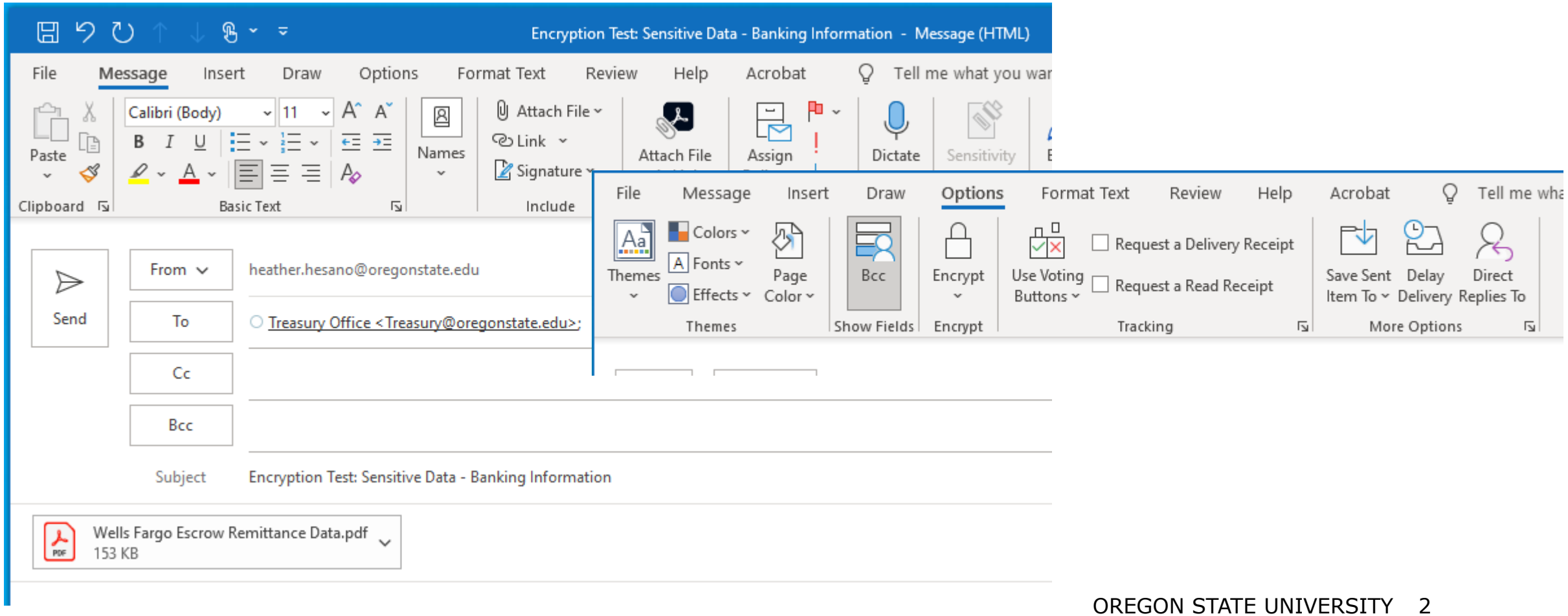
Internal Control Guidance

- 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

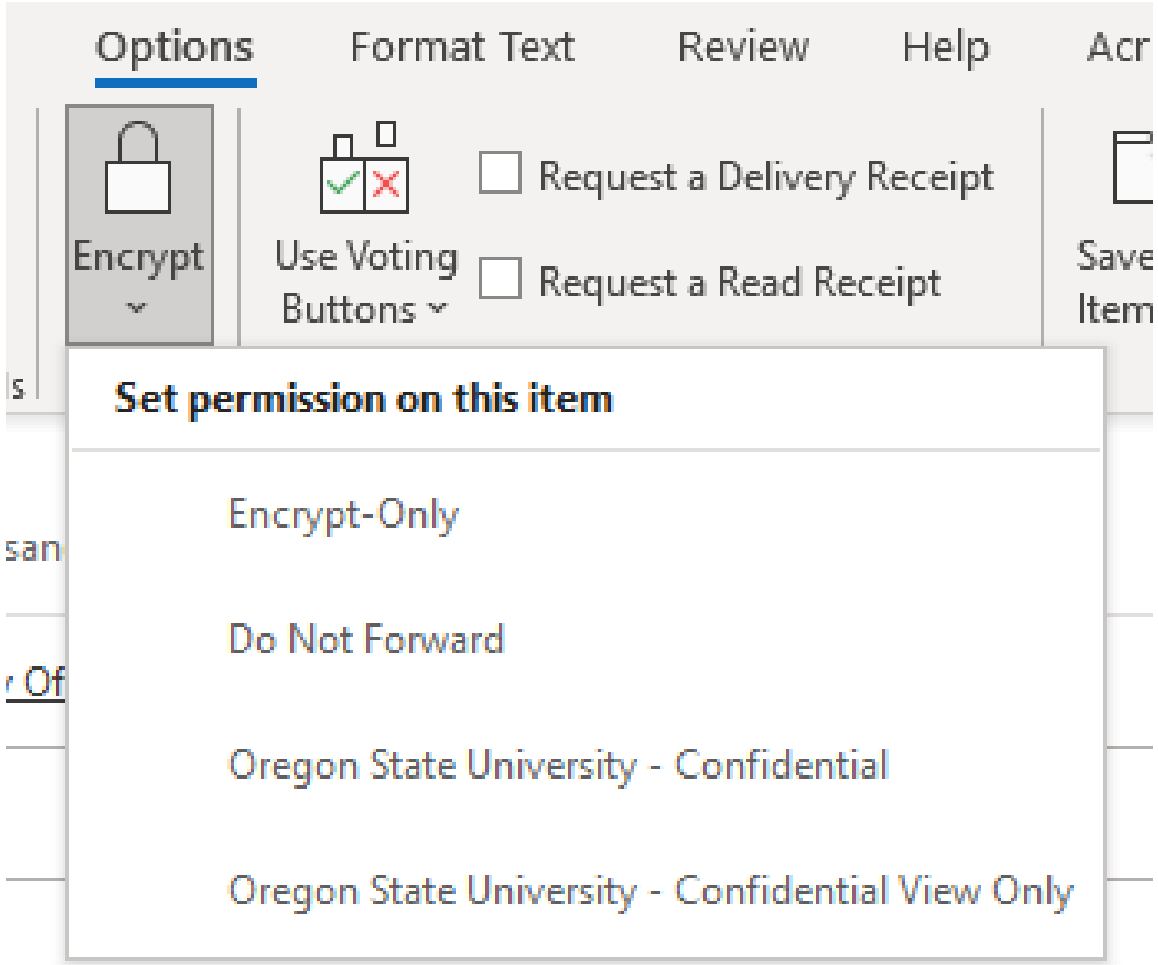
UIT is exploring utilizing a blanket rule in Microsoft to automatically encrypt messages that are marked/determined to be sensitive data, but this does not work for shared email accounts – and you should not wait for this solution to be fully deployed.

Microsoft Outlook Steps

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



Choose the level of Encryption



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

Encrypt-Only - This message is encrypted. Recipients can't remove encryption.
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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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