How to keep TRIUMF secure
Acceptable Use Policy FAQ

Employees

What is considered Acceptable Use of TRIUMF IT?

All work-related activities.

Research and analysis for TRIUMF projects.

Limited personal use.

What are examples of acceptable and unacceptable personal use?

YES to checking personal email or browsing the web on a break.

NO to accessing material inappropriate in a professional setting.

NO to streaming video or using excessive bandwidth.

How can I help keep TRIUMF IT secure?

Use strong and unique passwords for all of your accounts.

Update your operating system and security software regularly.

Can I modify TRIUMF IT?

No. IS&T vets all hardware and software to ensure security.

What should I do if I encounter suspicious activity online?

Contact IS&T as soon as possible

Always verify the identity of those who send you links or attachments.

Supervisors

As a supervisor, what are my responsibilities under the AUP?

Inform your team of the policy and their responsibilities.

How should I monitor my team's use of IT?

Make sure your team is using IT responsibily.

Be aware of innapropriate activities (e.g., accessing offensive material, using IT for business unrelated to TRIUMF, etc.)

What if my team needs specialized software or hardware?

Contact IS&T to learn what options your team may have for meeting its needs.

What is the policy for travel?

Consult **'Safeguarding Your Research' at science.gc.ca** before travel that involves TRIUMF IT or TRIUMF data to mitigate any risks to our security and contact IS&T if you have any questions or concerns.

What should I do if I learn of a violation of the AUP?

Contact IS&T as soon as possible to address any potential risks.

Contact Helpdesk at https://helpdesk.triumf.ca/ for details on our Acceptable Use Policy (Document-193101)

TRIUMF

Discovery, accelerated