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 responsibly.
- Be aware of inappropriate 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)