Travelling with Confidential or Personal Information

Many jobs require some form of travel, either locally, nationally or internationally, and sometimes you may be required to bring business records or documents with you, either in paper or electronic formats. The following guidelines will help you protect the records and yourself from risks of theft or unauthorized access.

Travelling with Paper Records

- Only take records required for an identified purpose. If possible, avoid taking records that contain confidential or personal information.
- Take copies of documents wherever possible. Only take original paper records if absolutely necessary.
- Regardless of whether the file is original or a copy, you should sign out the file from the office before taking it with you.
  - Sign-out sheets should record the staff name, date removed, and a brief description of the record.
  - Records should be signed back in upon return.
- Documents in folders should be securely attached to the folder.
- A secure case should be used to carry the files, such as a locked briefcase or sealed box.
- Do not open or review files while in transit.
- If travelling locally, all records should be transported in the locked trunk of your car.
- Records should be transported in carry-on luggage when flying.
- Do not leave records unattended, even for a few moments, while in transit.
- Records should be under the constant control of the responsible employee. If this is not possible, a secure locking cabinet, storage room, or hotel safe should be used to hold the documents at your destination.

Travelling with Electronic Records

- Only take copies of records required for an identified purpose. If possible, avoid taking records that contain confidential or personal information.
- All electronic records should be transported on an encrypted device – such as a memory stick, portable hard drive or laptop.
- Laptops used for travelling should be password protected and encrypted.
- Leave a listing of all copies of electronic records you take with you in your office, and be sure to include the versions or date(s) copied.
- Leave a record with your office that lists the model, make and serial number of all electronic devices used to transport records.
- Log off and shut down all media when not in use.
- Do not view records while in transit.
- Set auto lock on devices to turn off after a set time of idleness.
- Ensure all virus software and firewalls are up to date on all equipment prior to travelling.
- Keep all devices and storage cards in carry-on luggage.
- Disable Bluetooth and Wi-Fi connections when not in use.
- Do not leave devices unattended, even for a few moments, while in transit.
- Keep devices and equipment under your constant control at all times if possible. If this is not possible, a secure locking cabinet, storage room, or hotel safe should be used to hold the device(s) at your destination.

For more information, contact the Access and Privacy Office, 233 Elizabeth Dafoe Library, 204.474.9462, fippa@umanitoba.ca