What is it?

- Brandeis ITS Security utilizes Spirion (formerly known as Identity Finder) to detect instances of PII (credit card numbers and Social Security numbers) on university-owned Windows and Mac workstations.

How does it work?

- By searching your computer, the software can find PII files and will protect them in times of theft, preventing people from accessing these files.
  - Spirion can even search for files on Google Drive, Dropbox, Microsoft OneDrive, and Box.

Why is it needed?

- Theft of a laptop or desktop with files containing PII is technically a data breach event. Spirion is one of several protections we have in place in case of such an event.
  - If a laptop is lost or stolen, Spirion will tell us what (if any) PII was on the machine and what users are affected
  - Ideally, users will actively remove PII using Spirion.
- If you would like to learn more about the data security that Spirion targets, you can subscribe to their YouTube channel and watch their videos!

Do I have the right version?

- As of July 27th, 2018, the current supported version of Spirion is 10.0.3.
- You can check your version of Spirion by clicking on the "Settings" button - the gear icon under the File tab - and then clicking on "Resources" further down the left-hand menu. The version will be listed next to "Software Version" under "License Information".

I checked and Spirion is not installed on my computer - how do I get it?

- Spirion is licensed for Brandeis-issued refresh computers and should come pre-installed on your Windows or Mac laptop or desktop.
  - If you don’t see it installed, please reach out to security@brandeis.edu with your computer’s host name.
  - If you use a Mac, double check the Self-Service dock icon, as you may be able to download the software directly from there.

When do Spirion scans run?

- Spirion runs a weekly search on Thursday mornings.
- You can actually customize the scheduled scans by clicking the "Scheduling" button next to the "Settings", checking the box that says "Schedule a Search" and then clicking the "Configure" button to specify the periodic scan details to your liking.

I received a notification from ITS Security that I have PII on my workstation - what do I do?

- Users who have >1000 results on their workstation currently receive a weekly notification on Tuesdays at midnight containing the location of files with PII.
  - If you need the files: please move them to Box (https://brandeis.box.com)
  - If you do not need the files: please delete them (make sure to empty your Trash or Recycle Bin)

Does Spirion delete my files?
• Except in very specific cases with user permission, no. ITS Security works with users to remove PII manually.

**Can I run my own search?**

• Yes - follow the attached user guide.

![Spirion User Guide v2.pdf](image)

• Although scheduled searches have been configured, you can choose to search the device at any point in various locations, like different folders or external hard drives, and pick what kind of sensitive information Spirion can look for, like passwords, bank account numbers, driver licenses, addresses, health information, passport numbers, et cetera.

**I have more questions!**

• Please contact security@brandeis.edu with any questions regarding Spirion or protecting PII and sensitive information.