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.

I have more questions!

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