Key Pointers

Getting your passwords right

- Your Sciences Po password
  - Must contain 12 characters minimum.
  - Must include at least one upper case letter, one lower case letter, one number, and one special character.
  - Must not contain your name, student ID number, or any other personal information.
- Update your passwords regularly.
- Never use the same password for multiple websites.
- Do not share your passwords with others.
- Do not write your passwords down on paper or in non-encrypted notes.

Updating your devices

- Your devices (computer, telephone, tablet, etc.) must be updated regularly.
- All Sciences Po equipment will update automatically; please allow it to do so.
- Please apply security updates on your personal devices too.

Protect your devices from unauthorized access

- When in the office, your laptop must be secured with a security cable. If you do not have one, lock your door when you leave.
- Do not risk allowing someone to use your workstation without your knowledge; always lock your workstation when you are not using it.
- Always log out of all applications, particularly sharing tools and social networks.
- Your devices must be encrypted.
- Keep a close eye on your devices when using public transport.

Protect confidential data

- Avoid using unsecured wifi networks when viewing or sharing data.
- Ensure that your phones and devices require a passcode to unlock. This will protect your personal data.
- It is imperative that you encrypt any confidential or sensitive data before sharing it.
- Clean out any unnecessary data on a regular basis.
- Do not trust USB sticks, particularly if they do not belong to you.

Watch out for scams

- Keep your work and your personal life separate.
- Organise your private documents and emails into a folder marked “Private” or “Personal.”
- Do not store professional data in your personal online storage tools.
- Do not use your Sciences Po password for personal accounts.

Protect Sciences Po’s legal obligations

- Declare any processing of personal data in the institutional register. Contact the DPO: dpo@sciences-po.fr
- Data has value. Do not use your Sciences Po account to sign up for any free online software or subscriptions.

Browse our Digital Uses site

For any question, please contact the SOS - IT Help Desk:
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