

# Turn Awareness Into Action...

## When It Comes To Data Privacy DOING THE RIGHT THING IS EASY AS 1, 2, 3

1



Only use the minimum amount  
of information necessary to  
perform your job

2



Secure your computer  
when away or log off  
when finished

3



Never share your UserID  
and password

**CONTACT COMPLIANCE if you know or suspect that confidential information has been stolen,  
improperly accessed, or inadvertently sent to the wrong person.**



Call the Office of Culture, Ethics, and Compliance  
213-740-8258

USC's Help and Hotline  
213-740-2500 or 800-348-7454



Email  
[compliance@usc.edu](mailto:compliance@usc.edu)



Additional resources at  
[www.ooc.usc.edu/data.privacy/](http://www.ooc.usc.edu/data.privacy/)