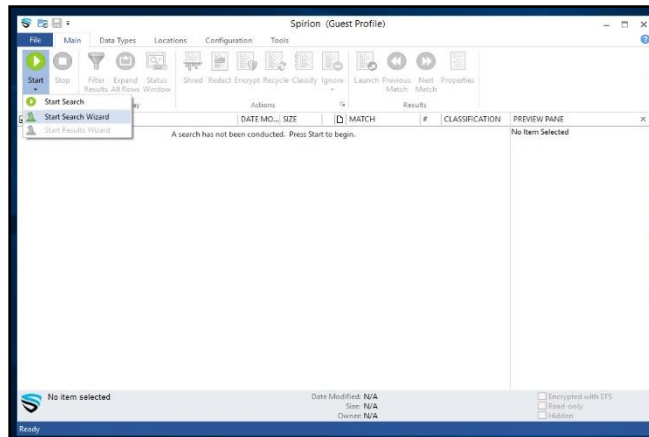




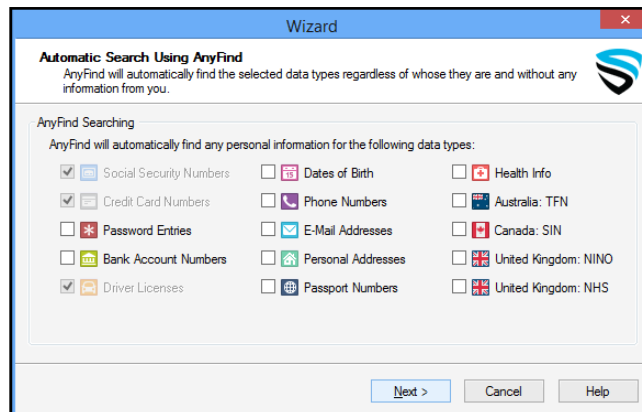
## Information Technology Services

### *How to use Spirion (Formerly Identity Finder)*

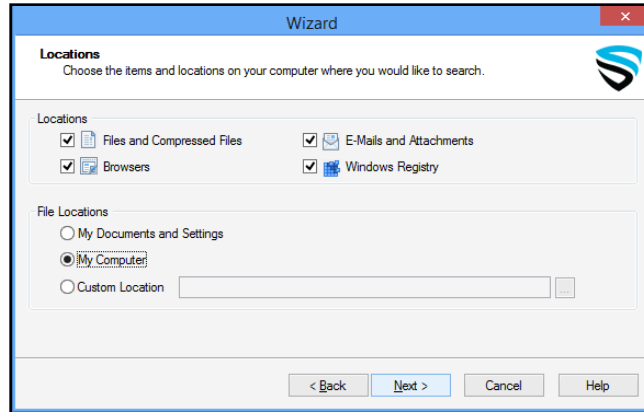
**Purpose:** To illustrate and advise on the proper usage of Spirion.



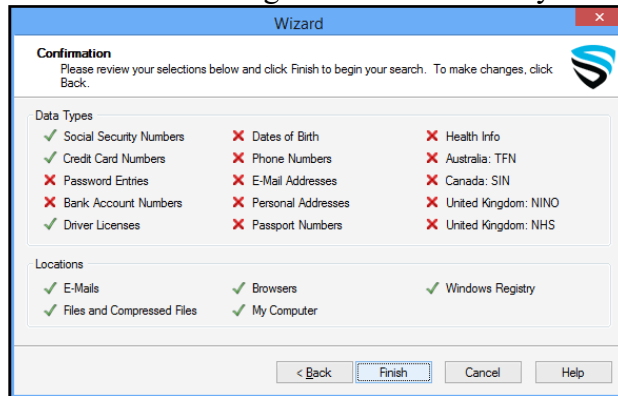
1. When you manually launch Spirion from the Windows Start Menu, you should see the screen pictured above. Click “Start”, and then “Start Search” to search with pre-set options, or “Start Search Wizard” to modify options. At GCSC, Spirion client options are managed from a central console. **An automated search is run every Thursday night, and you should see your search results when you log in Friday morning (see step 6 below).**



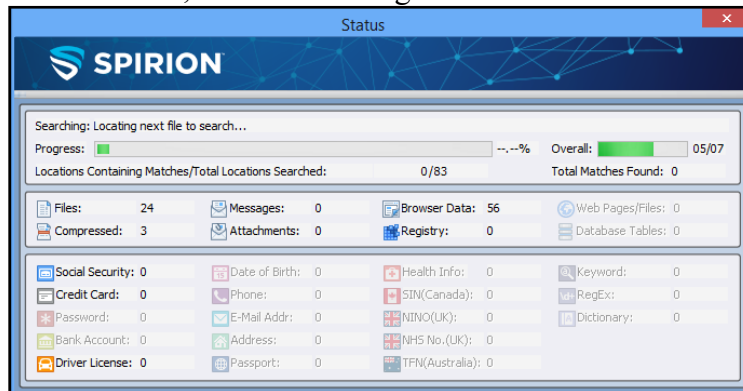
2. Social Security Numbers, Credit Card Numbers, and Drivers Licenses can't be unselected, but you can specify additional data types for a manual search.



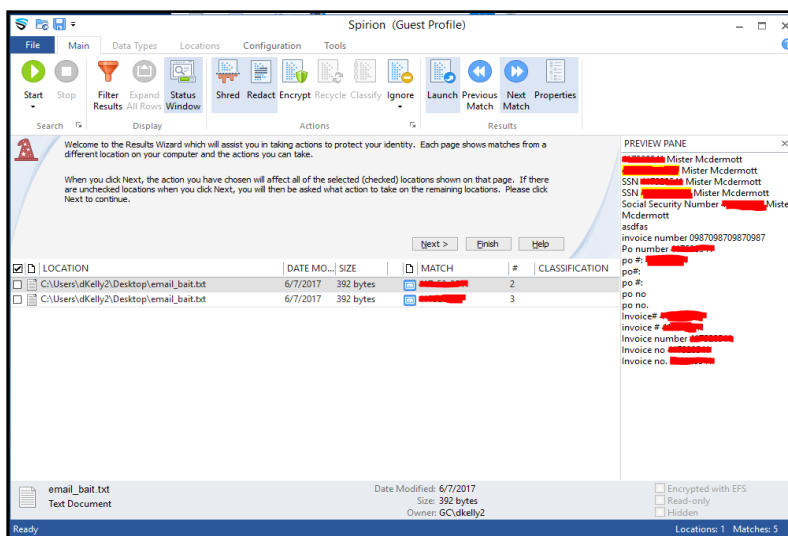
3. “My Computer” is selected as the targeted File Location by default.



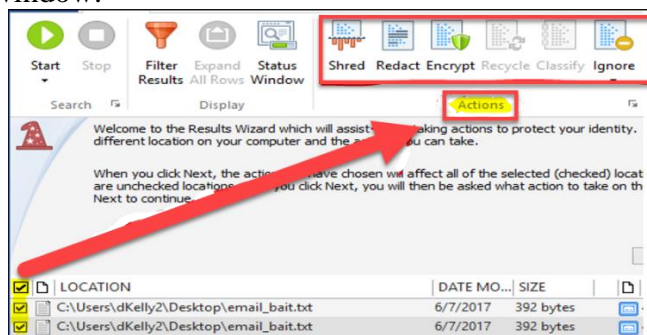
4. Click “Finish” to confirm, or “< Back” to go back.



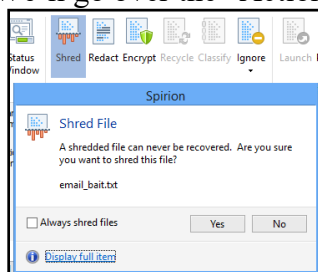
5. This is the search status window. It shows search progress and count of potentially sensitive data matches as they are found.



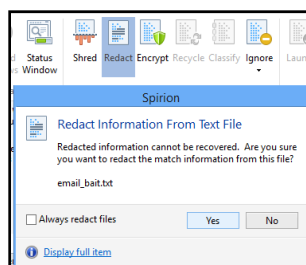
6. Next, the “Results” screen shows “Matches” and “Locations” identified by Spirion. A “Match” is an instance of potentially sensitive data. The “Location” is the directory a “Match” is found in. Here, Spirion has found 5 “Matches” in two “Locations”. These need to be remediated. We should use the available “Actions” in the “Actions Ribbon” at the top of this window.



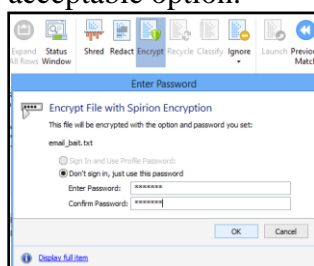
7. Select the “Location” to take an action on and then select the “Action”. You can select all locations by clicking the checked box on top, but you should be careful when handling your “Locations/Matches”. We’ll go over the “Actions” individually.



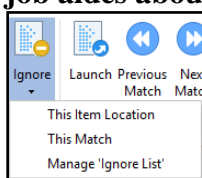
“Shred” *permanently* deletes the file, as in it’s gone for good. If nobody needs the file and it contains sensitive data, shred it. “Deleting” files to the Recycle Bin does not secure sensitive information. “Shred” does.



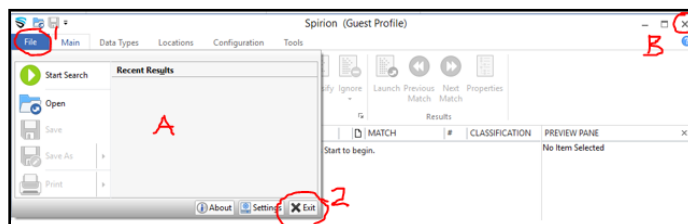
“Redact” preserves the file itself, but replaces all or part of the “Match” with X. For example, 123-12-1234 would become XXX-XX-1234. This redaction cannot be undone. If you need the file, but are sure you don’t need the sensitive data flagged by Spirion (and you’re sure there isn’t undetected sensitive data), this is an acceptable option.



“Encrypt” encrypts the file, securing it. You’ll be able to find the file in its original location, but you’ll need the password you create at the time of encryption to “Decrypt” and view or modify the file (see above). The “Decrypt” screen is very similar to the one shown above. While encrypted, the file will have an “.idfvault” extension added to its name. When you’re done viewing or modifying the file, remember to encrypt it again. Also be sure to remember your password. **\*Note: Spirion can only encrypt individual files, not folders or drives. For alternative methods, see our available job aides about Kryptel and BitLocker.**



“Ignore” is for reporting false positives, which means the data is not sensitive. A typical false positive is a sample Social Security Number in a User’s Guide for Banner, ApplicationXtender, etc. “This Item Location” reports the directory of the file. “This Match” reports the actual number flagged by Spirion, so it would be “Ignored” in any “Location. When you have no more “Locations” to remediate, click “Finish” and exit with the “x” in the corner (B) or through “File > X Exit” (A 1 & 2).



Please address all locations identified by Spirion. If you’re not sure what to do with “Locations” or “Matches”, contact the IT dept. Please do not disregard Spirion without taking some action.