

PRIVACY UNLOCKED

~ Your source for privacy best practices ~

7th Edition ~ December 2025

~ Data Safeguards ~ Traveling with PHI/Devices



Protecting PHI & PI

We are all responsible for ensuring that patient and employee information is kept safe and confidential.

Safeguard PI and PHI when out of the office or facility

- **Do not** leave laptops, phones, electronic media, or paper reports in your vehicle.
- When traveling by air **do not** store your laptop in the overhead bin or in checked luggage.
- **Do not** take laptops or phones outside of the country unless authorized by IT Shared Services.

Best Practices

1. Save all data to network drives; **NEVER** save data to the hard drive of your computer.
2. Keep a record of what information is being transported.
3. Keep your usernames and passwords confidential and use unique passwords with combinations of letters, numbers, and special characters.
4. Report stolen devices **immediately!**

Available Resources

[Data Privacy and Security - Safeguards for Health Leaders](#)

[Data Safeguards Guidance](#)

[Privacy and Protection of Personal Health Information Policy](#)

For more information, contact the Access to Information and Privacy team at healthprivacy@ihis.org