

# Quick Reference Sheet

## Secure and encrypt a Windows RT Tablet PC

### Introduction

This guide shows you how to secure and encrypt a Windows RT tablet PC if it is used to collect, store or process confidential or sensitive data or is used to access University email.

By securely configuring your Windows RT device you are helping to improve compliance with the University's [Information Security](#) and [Data Protection](#) Policies.

### Cloud Storage

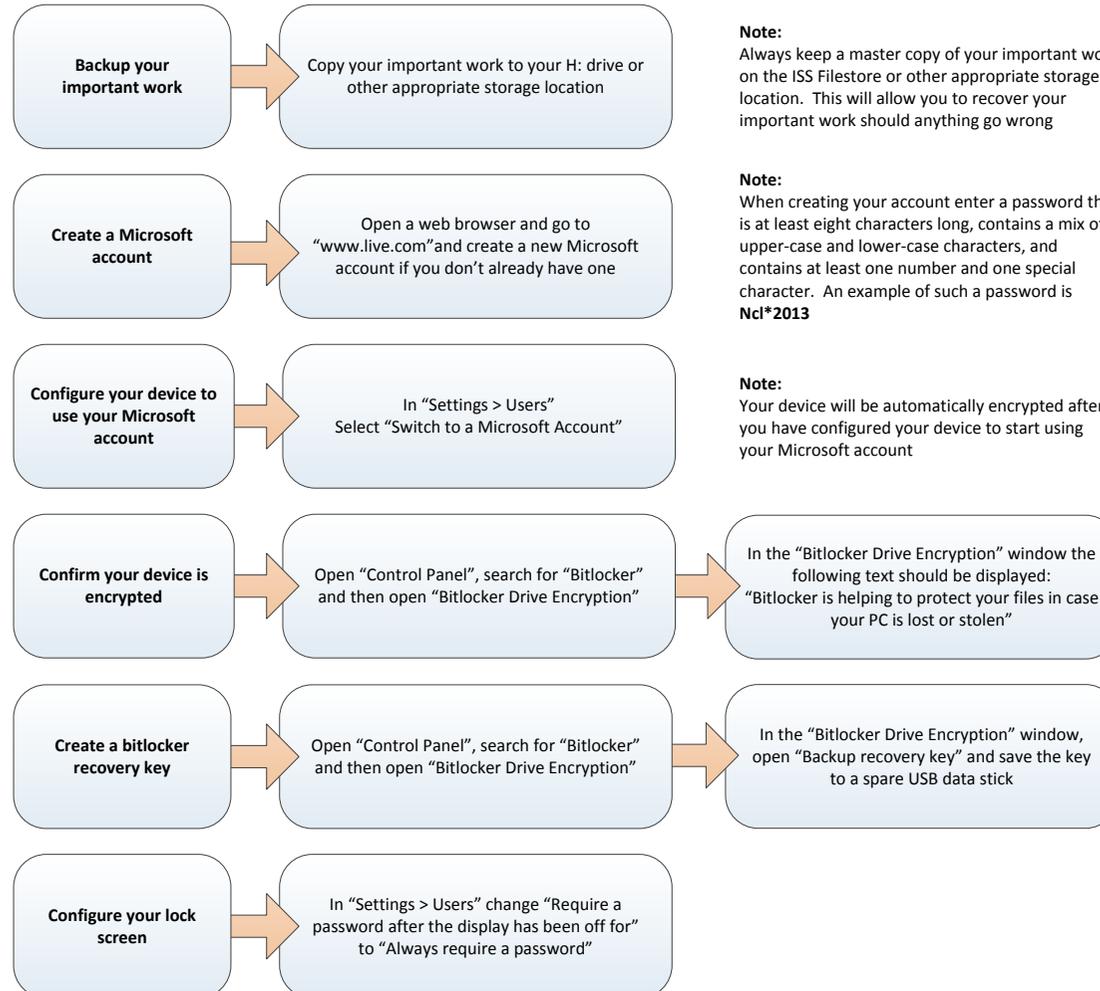
Certain types of data cannot be exported to the cloud (e.g. you may have signed a non-disclosure agreement or sharing of the data may be controlled by research council regulations). Care should be taken to stop protected data from being uploaded to your SkyDrive or other cloud service.

For more information on securely using the cloud, please refer to the ISS Information Security web page on [cloud computing](#).

### Security Incidents

If your device is lost or stolen and contains confidential or sensitive University work, then you must immediately notify the ISS Service Desk by telephone (0191 222 5999) or email ([it.servicedesk@ncl.ac.uk](mailto:it.servicedesk@ncl.ac.uk)).

It may be possible for us to remotely erase the contents of your device if it is used to access University email.



**Note:**  
Always keep a master copy of your important work on the ISS Filestore or other appropriate storage location. This will allow you to recover your important work should anything go wrong

**Note:**  
When creating your account enter a password that is at least eight characters long, contains a mix of upper-case and lower-case characters, and contains at least one number and one special character. An example of such a password is **Ncl\*2013**

**Note:**  
Your device will be automatically encrypted after you have configured your device to start using your Microsoft account

**Note:**  
SD cards and USB drives cannot currently be encrypted by Windows RT. Do not store protected and sensitive data on these types of storage device.

**Note:**  
This recovery key can be used to access your data if you are accidentally locked out of your device. Keep your recovery key safe by keeping your USB data stick in a locked drawer