# Quick Reference Sheet
## Secure and encrypt an Apple iOS6 mobile device

### Introduction
This guide shows you how to secure and encrypt an Apple iOS6 device if it is used to collect, store or process confidential or sensitive data or is used to access University email.

If you have problems securing your device then please download our more detailed guidance document. Relevant sections are referenced by page number.

By securely configuring your 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 iCloud 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.service@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.

### Backup your device
- In “Settings > General”
  - Turn “Simple Passcode” “OFF”
  - Select “Turn Passcode On”
  - Change “Require Passcode” to “Immediately”

### Setup iCloud and turn on find my device
- In “Settings > Privacy”
  - Turn “Location Services” “ON”

### Stop the export of data to iCloud
- In “Settings > iCloud > Photo Stream”
  - Turn “My Photo Streams” “OFF”
  - Turn “Shared Photo Streams” “OFF”

### Passcode protect your device
- In “Settings > iCloud > Documents & Data”
  - Turn “Documents & Data” “OFF”

### Encrypt your device
- In “Settings > iCloud > Storage and Backup”
  - Turn “iCloud Backup” “OFF”

### Turn off picture frame
- In “Settings > iCloud > Storage and Backup”
  - Turn “Picture Frame” “OFF”

### Backup your important work

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**Note:**
- Enter a passcode 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 passcode is Ncl*2013

**Note:**
- Data protection is a layer of encryption that cannot be broken by “jail breaking” your device and will protect everything stored on your device

**Note:**
- The Picture Frame needs to be turned off to stop your device from showing confidential and sensitive images on your lock screen

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