

## Information Security Procedure for International Travel (RF Central Office)

**Effective Date:** April 17, 2023

**Function:** Information Security

**Contact:** [Chief Information Security Officer](#)

### Basis for Procedure

Individuals who travel internationally with laptops, phones, and other mobile devices are at risk of theft, seizure, or loss of these devices, as well as potential compromise from cyber intrusion or malware. Given these risks, the Research Foundation for SUNY's Central Office blocks access to RF business systems and email from outside the United States.

### Procedure Summary

RF Central Office employees who travel outside the United States and wish to access RF business systems or RF email while outside the country must receive advance approval for this access. This Procedure governs RF employees whose primary work location is the RF Central Office.

### Procedure

1. RF Central Office employees who plan to travel outside the United States and wish to access RF business systems or RF email from outside the country must receive approval in advance from their supervisor and Vice President.
2. The traveler must then notify [Customer Services](#) of their international travel plans and share these approvals along with an explanation of when and where they will travel and return, and whether the travel is work-related or personal.
3. Customer Services will coordinate final approval from the Deputy Information Security Officer or Chief Information Security Officer and will share the RF Foreign Travel Briefing with the traveler.
4. Any suspicious interactions or incidents that occur during international travel that involve attempts to gain access to the traveler's laptops, phones, and/or other mobile devices, or attempts to obtain proprietary or confidential information from the traveler through conversation or interrogation must be reported to Customer Services as soon as possible. See the Information Security Guidelines for International Travel and the RF Foreign Travel Briefing for more information.

## Related Information

[Acceptable Use and Security of RF Data and Information Technology Policy](#)  
[Information Security Guidelines for International Travel](#)

## Forms

None

## Change History

Date	Summary of Change
April 17, 2023	New Procedure.

## Feedback

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