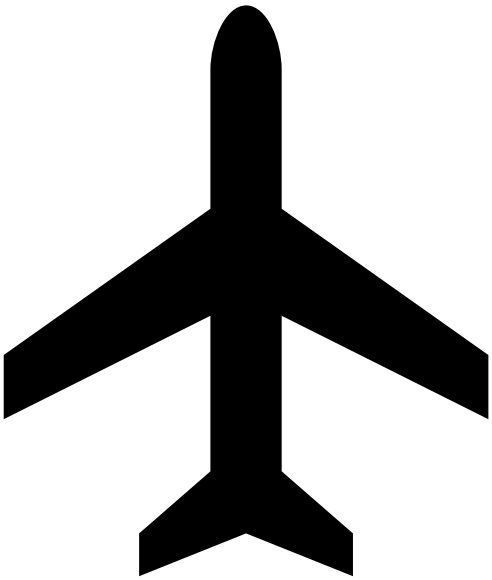
International business travel

Guidelines



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Author(s)	Stan van Aarle
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1. Purpose

It regularly happens that employees and students travel abroad. Some countries may pose a threat to information available to TU/e.

The basic attitude is that TU/e trusts the people who make the trip and assumes that they are acting in good faith. This document is a guideline for travelling abroad. The following countries have an increased risk profile: China, Iran, North Korea, Russia and the United States.

2. Step by step approach

The guidelines are clearly displayed in two different checklists. On the basis of the step-by-step plan below you can see which checklist is for you. The guidelines are for business travels only. More specific, Travels that you make for TU/e and where you carry TU/e data with you.

Step 1: Information security - Is your destination shown in the box next to this?

- No -> Continue with step 2.
- Yes -> Use Checklist+

Risk countries: China, Iran, North Korea, Russia & United States

Step 2: Personal safety - Check the destination country on 'Nederland Wereldwijd'.

- Color code green or yellow? -> Use Checklist
- Color code red or orange? -> Continue with step 3.

Step 3: Is the trip necessary? (consultation with manager)

- No -> Visit the destination at a different time when the color code is green or yellow.
- Ja -> Use Checklist+

3. Checklist

Data carrier guidelines * By data carriers we mean equipment on which TU/e data is stored or with which access to TU/e data can be obtained.
1. Only take TU/e equipment and data on a trip which is necessary to carry out the work.
2. Do **not** use public Wi-Fi networks.
3. Use a VPN connection.
4. Suspicious activity on device? Report directly to the Service Desk via the telephone number 040-247 2000. Make sure this phone number is in your contacts.
5. Use a unique password for everything and make sure that Multi Factor Authentication (MFA) is enabled everywhere, whenever possible.
6. Contact the ServiceDesk if you gave your password to someone.
7. Do not use USB sticks and certainly not USB sticks from third parties.
8. Bring your own chargers, adapters, cables and car kit.
9. Never connect your devices to someone else's device (laptop, printers, etc).

Personal safety guidelines
1. Are you in immediate danger? Contact the emergency services.
2. Prevent anyone from watching or fiddling with your equipment unnoticed.
3. Only share confidential information with TU/e relations.
4. Use the webcam cover. This is built into a number of devices. Ask the ServiceDesk for help.
5. Do not share your trip on social media (Facebook, Twitter).
6. No confidential conversations while traveling (rental car, train, plane or taxi).

4. Checklist+

Note! this checklist is for a travel to China, Iran, North Korea, Russia & United states or to countries with an orange or red color code.

Data carrier guidelines * By data carriers we mean equipment on which TU/e data is stored or with which access to TU/e data can be obtained.
1. Take a borrow laptop and borrow a smartphone with you. **Beware! Devices are completely cleaned after a trip to one the countries above, including private equipment.** - Loan equipment can be obtained from the ServiceDesk via the SelfService portal or call 040-247 2000 to make an appointment. - Also hand in the equipment immediately upon return. - Coordinate with the ServiceDesk which applications you need before your trip. It is not possible to download applications abroad.
2. Only take TU/e equipment and data on a trip which is necessary to carry out the work.
3. Do **not** use public Wi-Fi networks.
4. Use a VPN connection.
5. Suspicious activity on device? Report directly to the Service Desk via the telephone number 040-247 2000. Make sure this phone number is in your contacts.
6. Use a unique password for everything and make sure that Multi Factor Authentication (MFA) is enabled everywhere, whenever possible.
7. Contact the ServiceDesk if you gave your password to someone.
8. Bring your own chargers, adapters, cables and car kit.
9. Do not use USB sticks and certainly not USB sticks from third parties.
10. Turn off the Bluetooth function on all devices at all times.
11. Be cautious about bringing private equipment.
12. Never connect your devices to someone else's device (laptop, printers, etc).
13. Be alert to phishing messages and be alert to contacts who ask you about your work or for additional information. Ask yourself what you already know about this person and what their motivation is (healthy distrust).
14. Be aware of what you put in the hotel safe (no passwords on notes, etc.).

Personal Safety Guidelines
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4. Use the webcam cover. This is built into a number of devices. Ask the ServiceDesk for help.
5. Do not share your trip on social media (Facebook, Twitter).
6. No confidential conversations while traveling (rental car, train, plane or taxi).

7. Turn off your devices (remove the battery or place the device between clothing or in a bag) if you're having a confidential conversation.
8. Make sure that your colleagues and your supervisor are aware of your trip, so that the alarm can be raised if there is no contact for a long time.
9. Avoid political meetings and be aware that freedom is not self-evident.

5. Document history

Date	Version	Details of change(s)	Author(s)	Reviewed by	Status
28-06-23	0.1	First draft	S. van Aarle	-	Open / draft
28-06-23	0.2	Review	S. van Aarle	J. de Jong	Open / draft
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