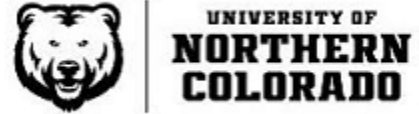


## What is PII Data



### **A. Personally Identifying Information**

This constitutes 2 or more pieces of data that identify a person on our campus.

Some examples include:

- Bear number and Name
- SSN and Name
- Address and Name

Any reports that you write which include PII data should also include the FERPA statement in the footer to comply with University standards.

#### **See statement below:**

In accordance with FERPA, you must have an educational interest to acquire and use individual student information.

All lists of data (student, HR, financial aid, etc...) must be securely stored and never given to a third party."

Lists should not be shared by electronic means if they are not protected.

If you have any questions concerning data security or use of data please contact Registrar's office 351-2231 or Human Resources 351-2718.

If you have a question about protecting electronic files please contact the TSC at 351-4357.