

**MEMORANDUM**

August 27, 2007

To: All Faculty, Department Chairs, Program Coordinators, Management Personnel, and College Personnel Contacts in the Division of Academic Affairs

From: Ephraim P. Smith
Vice President for Academic Affairs

Subject: **Protecting Confidential, Personal and Restricted Information**

This is a reminder about government regulations and California State University (CSU) policy on protecting confidential, personal and restricted information.

The Information Practices Act (IPA) of 1977 and Title 5 of the California Code of Regulations require the University to take necessary measures to protect personal faculty, staff and student information which includes, but is not limited to, social security number, ethnicity, gender, home address, physical description, home telephone number, medical history, performance evaluations and confidential employment information. Only individuals with authority and need may have access to this personal information. In order to decrease opportunities for identity theft, students, faculty, and staff are now assigned a campus wide identification number (CWID) which should be used in lieu of a social security number. This number should be treated in the same way social security numbers were handled in the past. That is to say, the complete CWID should never be posted.

Student Attendance Sheets

When creating individual student attendance sheets, social security numbers should not be used. As an alternative, faculty may use the last four digits of student CWID numbers. When administering tests or exams in large classes, faculty may also consider having students show their campus identification cards (Titan Cards) as photographic proof of their identity. Faculty should exercise extreme diligence to safeguard all personal information, including their own and student CWID numbers, to minimize any potential for identity theft.

Student Grade Rosters and Lists that Report Exam Scores

When posting grades or exam scores, faculty must take action to shield the individual's identity. The full CWID must always be treated as a private number, although it is permissible to post grades using only the last four digits of the CWID, as long as the sequence of students is in random, not alphabetical, order so as to protect student identity. Faculty are encouraged to consider other alternate means of posting grades to preserve private information. These may include the use of Blackboard and the faculty portal messaging systems. You may contact the Faculty Development Center (FDC) for more information on the Blackboard system; for Faculty Portal messaging, you can obtain help via: http://www.fullerton.edu/PortalHelpFiles_Revise/fshelp/Messaging

Disposal of Confidential, Personal and Restricted Records

8/6/2008

When disposing of restricted records, appropriate arrangements must be made to shred the material or ensure it is disposed of properly. Faculty should contact their college dean for specific details concerning disposal of restricted material. Under no circumstance should restricted records that have not been shredded be placed in a recycling container, trash bin, or box for trash pick-up.

Returning Student Work

Whenever possible, faculty should return student work identified by name or other means to students directly. Such materials should not be left outside offices or in some other unattended location where someone other than the student owner may see or take the material. If materials cannot be returned directly, faculty should make arrangements with the Department Chair or Dean to have materials available for student pick-up.

Faculty or staff who find restricted materials in an unsecured location should report such immediately to a Dean, Department Chair or appropriate administrator. If appropriate and possible, the faculty or staff member should move the materials to a secure location. Under no circumstances should restricted material be given to a student or to an unauthorized third party.

To insure that all faculty and staff in Academic Affairs are aware of these important government regulations and our corresponding campus requirements and procedures, **I am asking Deans, Department Chairs, Program Coordinators and MPPs to:**

- Place this topic on the agenda of department/office meetings
- Provide a hard copy of this memorandum to all faculty and staff in their department or unit.
- Post this memorandum in each department and administrative office, in a prominent location.

If there are any questions concerning proper security for material that contains restricted information, please contact my office at extension 2614.

cc: Milton A. Gordon, President

Amir Dabirian, Chief Information Officer