

Data Security Practices: Sharing Personally Identifiable Information

Data privacy is under scrutiny by federal and state governing bodies. All representatives of Lewis-Clark State College must be hypersensitive to sharing and receiving personally identifiable information (PII). As such, the Registrar & Records office has reviewed, analyzed, and established best practices and procedures to ensure the safety of student records and PII.

Please adhere to the following guidelines:

1. Student information containing PII may be shared via Microsoft Office 365 email (lcsc.edu) accounts between campus constituencies with an educational right to know. This includes Total Withdrawal automatic emails, advisor assignment emails, substitution requests, PIFs, add/drop requests, transfer student reports, etc.
2. LCSC employees may send attachments containing student information using Microsoft Office 365 email (lcsc.edu), as long as the recipient is not auto-forwarding the email or opening attachments/emails on their smartphone.
 - a. If you can remove any PII such as student ID from the attachment, please do.
3. Reports that include data dumps of directory/non-directory information in Excel should be stored and retrieved in departmental shared drives with limited, approved access (e.g. RegInfo folder).
 - a. The Registrar's office will save all requested reports in division/department specific folders on Redwood for individuals with approved access.
4. Student ID numbers should **never be included in the email subject line** using Microsoft Office 365 email (lcsc.edu or student's lmail.lcsc.edu account), but may be included in the body of the email.
5. Students should never send PII or PII documentation (e.g. copy of social security numbers) through LCMail; however, they may use Google Drive to upload requested documents to office LCMail accounts/Google Drive.
 - a. to create an "LCmail" email account for your office/division, contact the Helpdesk.
6. Always adhere to the institution's FERPA policy: <http://www.lcsc.edu/registrar/ferpa/>