LEWIS CLARK STATE COLLEGE

Registrar & Records

Warrior OneStop

# **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/waiver requests, program information forms (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 the drive 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 students.lcstate.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 email; however, they may use the secure link LeapFile to upload requested documents to an office.

6. Always adhere to the institution's FERPA policy.