	Social Security Numbers	Credit Card Numbers	Financial Information (e.g. bank account, loan information)	Patient Medical Records (HIPAA Protected)	FERPA Protected Records (e.g. Grades, Student ID numbers etc.)
Transferring private data quick reference table					
I received the data	If you need to store the data, or if you received the information in error please contact the ISPO E-mail: it-security@uiowa.edu or 335 6332.				
I only need to send part of the document (not the private data)	Delete the sensitive information (like SSN or credit card numbers) from the document(s) before sending. Password protect/ encrypt the document where possible and supply the password out-of-band (e.g. with a follow-up phone call). Some software will preserve information deleted from a document to allow you to easily revert to a prior revision. If the software supports preserving older version information, consult the documentation on how to clear old data from the document(s).				
I need to send the complete document(s) including the private data to someone on campus.	**Options:** 1. Transfer offline (external media) use a secure and trusted delivery method (e.g. hand deliver). 2. Encrypt the document before sending electronically. Be advised that all systems used must meet minimum security standards for restricted data.	There are specific regulations regarding credit cards. Contact Treasury Operations:treasury-operations@uiowa.edu or the ISPO at it-security@uiowa.edu.	Options: 1. Transfer offline (external media) use a secure and trusted delivery method (e.g. hand deliver). 2. Encrypt the document before sending electronically. Be advised that all systems used must meet minimum security standards for restricted data.	There are specific regulations regarding patient data. Refer to http://itsecurity.uiowa.edu /hipaa/ for more details.	Minimize the amount of FERPA data stored on a computer and ensure that the computer meets the campus minimum security standards. See http://www.registrar.uiowa.edu for more information.
I need to send the complete document(s) including the private data to someone off campus.	There must be a business need to transfer this information and all systems must meet campus minimum security standards for Restricted/Critical data.	There are specific regulations regarding credit cards. Contact Treasury Operations:treasury-operations@uiowa.edu or the ISPO at it-security@uiowa.edu.	There must be a business need to transfer this information and all systems must meet campus minimum security standards for Restricted/Critical data.	There are specific regulations regarding patient data. Refer to http://itsecurity.uiowa.edu/hipaa/ for more details.	
	A contact and or contract regarding the protection of data is required for any third-party consumer of institutional data.				
Storing PII quick reference table					
	Social Security Numbers	Credit Card Numbers	Financial Information (e.g. bank account, loan information)	Patient Medical Records (HIPAA Protected)	FERPA Protected Records (e.g. Grades, Student ID numbers etc.)
I no longer need the documents	Refer to retenion requirements protecting the Institutional data. The Security Policy has additional guidance.				

I need to keep the document(s), but don't need the sensitive information.	Delete uneeded Restricted/Critical information (like SSN or credit card numbers) from the document(s). Some software will preserve information deleted from a document to allow you to easily revert to a prior revision. If the software supports preserving older version information.				
I need to keep the complete document(s), but don't need immediate access.	Move the data to an approved shared University managed drive/ external media and place the media in a secure location (e.g. a locked cabinet). Be advised that the system used to use the data from disk must meet minimum security standards for private data.	There are specific regulations regarding credit cards. Contact Treasury Operations:treasury-operations@uiowa.edu or the ISPO at it-security@uiowa.edu.	Move the data to an approved shared University managed drive/ external media and place the media in a secure location (e.g. a locked cabinet). Be advised that the system used to use the data from disk must meet minimum security standards for private data.	There are specific regulations regarding patient data. Refer to http://itsecurity.uiowa.edu/hipaa/ for more details.	Move the data to an approved shared University managed drive/ external media and place the media in a secure location (e.g. a locked cabinet). Be advised that the system used to use the data from disk must meet minimum security standards for private data.
I need to keep the complete document(s) and need immediate access to the data.	There must be a business need to store this information and the system storing the information must meet campus minimum security standards for private data.	There are specific regulations regarding credit cards. Contact Treasury Operations:treasury-operations@uiowa.edu or the ISPO at it-security@uiowa.edu.	There must be a business need to transfer this information and all systems must meet campus minimum security standards for private data.	There are specific regulations regarding patient data. Refer to http://itsecurity.uiowa.edu/hipaa/ for more details.	Minimize the amount of FERPA data stored on a computer and ensure that the computer meets the campus minimum security standards. See http://www.registrar.uiowa.edu for more information.