



# Protect Confidential Data

Security of confidential data is of utmost importance at CSU, Chico. By law, most student and employee information is confidential and must be handled in a secure manner. No private/confidential data should be stored on your computer or in unlocked areas.

Information kept on your computer can be accessed by someone using your computer or hacking into it from the outside. When the security of personal information is believed to be breached, hundreds of hours of university and outside staff time are involved in investigating and repairing the breach and notifying those affected.

You are responsible for the security of the material that you store, send, or display using the campus computing and communications resources. If you work with confidential information you must be aware of and comply with numerous legal requirements and policies. See <http://www.csuchico.edu/inf/security>, click on Policies and Procedures.

**Confidential data include social security numbers, drivers license numbers, credit card numbers, grades, birth dates, tax information, marital status, net pay, and so much more.** For more information see other side.

## Take Action to Safeguard Confidential Information

### Action Items

1. **Delete all unneeded confidential information** from your files or computer; then empty computer trash can or recycle bin.
2. **Burn onto CDs any confidential information not used frequently** but necessary to keep for archival purposes. Store CDs in a locked cabinet. Delete the information from your computer; then empty trash or recycle bin.
3. **Keep and work on confidential data on the university Bay server.** Each employee and department has easily accessible space on the server that is more secure than your desktop computer. Individuals get 100mb of space; departments, 500mb.
4. **Password protect confidential documents**, such as Excel spreadsheets, Word documents, etc.

For information on protecting your data see <http://www.csuchico.edu/usrv/security/confidentialdata.shtml>, or call User Services, x6000. For information on security policies, or to set up a training or informational meeting, call Brooke Banks, Information Security Officer, at x6212. For more information see <http://www.csuchico.edu/inf/security>.

**It is everyone's responsibility to protect university information**

## Employee Information That Is Public

The following information concerning CSU Employees is a matter of public record and is subject to mandatory disclosure under the California Public Records Act. Release of this information shall be made available by Human Resources in accordance with government code, section 6250.

Name  
Department/work location  
Funding source  
(Attendance) unit  
County of employment  
Gross salary  
Frequency of pay  
Pay rate  
Shift differential  
Pay period  
Job classification/range  
Time base/FTE  
Dates of appointment and separations

## Employee Information That Is Confidential

The following information concerning CSU employees is personal and must not be disclosed except as permitted under section 1798.24 of the Information Practices Act of 1977. Contact Human Resources for more details.

Social security number  
Number of Tax exemptions  
Amount of Taxes or OASDI withheld  
Marital status  
All voluntary/involuntary deduction/reductions (amount and types)  
Survivor's amounts  
Net pay of employee  
Home address or home telephone number  
Birth date  
Ethnic data  
Designee for last payroll warrant  
Gender data  
Veteran status  
Performance evaluations, disciplines  
Drivers License number  
Credit card numbers

## Student Directory Information That May Be Disclosed

The following information may be disclosed without the student's written permission, unless the student requests his/her information be restricted. A student may restrict directory information by completing a Request for Directory Restriction form in the Student Records and Registration Office (MLIB 180) or through the portal.

Student's full name (including former and other)  
Address and telephone number  
University assigned e-mail address  
Place of birth  
Major field(s) of study  
Degrees and awards received (includes minors and certificates)  
Dates of attendance  
Graduation date and year  
Educational institution most recently attended  
Class level (e.g. sophomore, senior, graduate, etc.)  
Participation in officially recognized activities and sports  
Weight and height of members of athletic teams  
Images  
Enrollment status  
- Undergraduate or graduate  
- Full-time or part-time

## Student Information That is Confidential

All other student directory and academic information is not releasable to the public without the student's written release.

### Legitimate Educational Interest

An official or employee of the University may review or access a student's educational record, without the student's written permission, in order to perform tasks that are assigned to his/her position or contractual agreement. (FERPA (Section 99.3) and EO 382, California State University, Chico)

For further questions regarding the release of student information, e-mail or call the Registrar's Office at 898-4555.

This information is excerpted from the brochure on CSU, Chico Data Confidentiality/Security Guidelines, found on the Information Security Web page, <http://www.csuchico.edu/inf/security>

**Chico State ID Numbers are the *new* unique faculty, staff, and student identifier generated by the CMS/PeopleSoft system. These numbers should be treated as sensitive information.**