

ADM 415

Appendix B - Protected or Confidential Data includes, but is not limited to:

	Protected Data						Confidential Data
	<u>FERPA</u>	<u>GLBA</u>	<u>HIPAA</u>	<u>PCI DSS</u>			<u>COLLEGE</u>
Social Security Numbers	X	X					
Student ID Numbers	X						
Grades	X						
Courses Taken	X						
Class Schedule	X						
Test Scores	X						
Advising Records	X						
Educational Services Received	X						
Student Disciplinary Actions	X						
Bank Account Numbers		X					
Credit Card Numbers		X		X			
Date and /or Location of Birth		X					

Account Balances (Loans, Student/Bank Account)		X					
Loan Payment Histories		X					
Credit Ratings		X					
Income History		X					
Driver's License Information		X					
ACH (Automated Clearing House) Numbers		X					
Tax Return Information		X					
Passport		X					
Real Estate Values		X					
Health Plan Premiums			X				
Health Plan Eligibility			X				
Health Plan Claims Benefits			X				
Health Plan Enrollment/Dis- enrollment			X				
Health Plan Payments/Remitta nce			X				

Health Plan Claims and Status			X				
Individually Identifiable Health Information			X				
Health Referral Certification and Authorization			X				
First Report of Injury			X				
Salary and Benefits							X
Promotion and Review Materials							X
Employee ID Numbers							X

McPherson College Policies for Protected or Confidential Data:

Securing College Data

Office Responsible: Information and Instructional Technologies

Program Coordinator: Shannon Wilson, Marty Sigwing, Rick Tuxhorn

Summary: McPherson guidance for protecting electronic information

Gramm-Leach-Bliley Act (GLBA)

Office Responsible: Director of Endowment and Special Projects and Vice President for Finance

Program Coordinator: Rick Tuxhorn, Carol Summervill

Summary: To protect consumer information from threats in security and data integrity.

Family Educational Rights and Privacy Act (FERPA)

Office Responsible: Registrar's Office

Program Coordinator: Trisha Hartshorn

Summary: Educational Institutions must grant and protect certain rights relating to educational records.

Health Insurance Portability and Accountability Act (HIPAA)

Office Responsible: Human Resources Office

Program Coordinator: Brenda Stocklin-Smith

Summary: To protect the privacy of personal health information

Payment Card Industry Data Security Standards (PCI DSS)

Office Responsible: Director of Endowment and Special Projects, Vice President for Finance and Information and Instructional Technologies Director

Program Coordinator: Rick Tuxhorn, Carol Summervill and Shannon Wilson

Summary: Anyone who processes credit card payments must follow laws set by credit card companies. This policy is in process.

Copyright Laws

Office Responsible: Provost

Program Coordinator: Amanda Gutierrez

Summary: All employees of the College are expected to follow laws that protect copyrights.