

Prairie State College Procedure: Sensitive and Personal Information

Sensitive Personal Identifying Information (PII) is defined as information that if lost, compromised, or disclosed could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual (I).

In general terms it is any information that could be used by criminals to conduct identity theft, blackmail, stalking, or other crimes against an individual. Federal and State laws, and college regulations dictate how this information must be stored, transmitted, and processed.

Prairie State College requires that all laws and regulations are followed to ensure the protection and safety of our community. Contact IT Security (helpdesk@prairiestate.edu) for more information about PII.

Sensitive PII include:

- Social security numbers
- Bank account numbers
- Passport information
- Healthcare related information
- Medical insurance information
- Student information
- Credit and debit card numbers
- Drivers license and State ID information

This table describes the different sets of regulations:

Handling of this type of information	Must be in compliance with this law, regulation or policy...	Which can be read at this location...
Student information	Family Educational Rights and Privacy Act (FERPA) of 1974	http://prairiestate.edu/apply-reg-pay/how-to-enroll/ferpa.aspx
Ex: educational records including grades, transcripts, class schedule, billing records *		
Protected health information (PHI)	Health Insurance Portability and Accountability Act (HIPAA) of 1996	

Ex: any health information created or received by a health care entity that includes individually identifiable information *		
Social Security Number (SSN) and Personal Information	PSC Policy on Collection, Handling and Use of the Social Security Number and Personal Information	
Social Security Numbers *		
Personal Identifying Information (Pii)	Illinois Data Protection Laws (720 ILCS5/16-30)	
Ex: name with bank account information, credit card number, social security number, driver's license number *		

* Not a complete list, see statute for complete list or contact IT Security for more information.