



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: CITS  
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## **Personally Identifiable Information (PII) Policy**

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### Policy:

Members of the University community shall employ reasonable and appropriate administrative, technical, and physical safeguards to protect the integrity, confidentiality, and security of all Personally Identifiable Information (PII) irrespective of its source, ownership, or the medium used to store it. All individuals who dispense, receive, and store PII have responsibilities to safeguard it.

In adopting this policy, the University is guided by the following objectives:

- I. To enhance individual privacy for members of the University community through the secure handling of PII and personal identifiers (PIDs);
- II. To ensure that all members of the University community understand their obligations and individual responsibilities under this policy by providing appropriate training that will permit the University community to comply with both the letter and the spirit of all applicable privacy legislation;
- III. To increase security and management of Social Security numbers (SSNs) by:
  - A. inculcating broad awareness of the confidential nature of the SSNs;
  - B. establishing a consistent policy about the use of SSNs throughout the University; and
  - C. ensuring that access to SSNs for the purpose of conducting University business is granted only to the extent necessary to accomplish a given task or purpose.
- IV. To use, throughout the University, a unique University ID (asuID) that serves as the primary identification element for persons associated with Alcorn State University and is applicable across the entire ASU enterprise, reducing reliance on the SSN for identification purposes.
- V. To not store any complete credit card data on any University owned/controlled computers, servers, desktops, laptops, disks, flash drives, or other portable or mobile devices.

Data Trustees are responsible for oversight of personally identifiable information in their respective areas of University operations.

### **Purpose of this Policy**

Alcorn State University creates, collects, maintains, uses, and transmits personally identifiable information relating to individuals associated with the University including, but not limited to, students, alumni, faculty, administrators, staff, and service employees. The University is committed to protecting PII against inappropriate access and use in compliance with applicable laws