

## Personal Information Policies

(OAR 580-055-0050-3A)

The purpose of this policy is to establish clear guidelines for handling specific data elements which pose a special and specific risk to Eastern Oregon University should those data elements be compromised through unauthorized access due to a breach of security. This policy is applicable to all EOU Information Assets, regardless of form or media. It applies to information gathering, protection, use, processing, storage, communications, and transit. The following elements below merits extra protections beyond any baseline.

Social Security Number: All access and use at Eastern Oregon University of the Social Security Number is prohibited except for meeting federal or state requirements, compliance and reporting.

VISA/Credit Card Numbers: All access and use at Eastern Oregon University of VISA/Credit Card numbers shall meet Procurement Card Industry (PCI) security standards and any system handling these numbers shall have a responsible party of record who will be accountable to the Director of Business Affairs for ensuring compliance.

Bank Account Numbers: All access and use at Eastern Oregon University of bank account numbers is restricted to the following uses:

Business Affairs

Processing direct deposit transactions; both incoming and outgoing  
Processing wire transfers.

Driver's license Numbers and/or National Identification Numbers: All access and use of state or national Driver's License will be reported to Facilities. All National Identification Numbers will be reported to Human Resources. All reasonable precautions will be taken to ensure the integrity and confidentiality of this information.

**Under no circumstance shall Social Security Numbers, VISA/Credit Card Numbers, Bank Account Numbers, or Driver's License/National Identification Numbers be stored in a non-obscured or non-encrypted form on any portable electronic media including but not limited to laptops, flash drives, CDROMS.**

Specific procedures for handling these elements will be defined by the Records Custodians for student records, employee data, and business transactions.

Data Stewards with student record, employee data, or business transactions responsibilities have a responsibility to ensure that those business needs that require handling these elements are limited to the employee's required to handle this information and that reasonable controls and precautions to protect these elements are in place.

April 3, 2008