Good morning, Unit Records Coordinators,

“For the Record” is a series of monthly communications that highlight a topic of interest and usefulness to your records management responsibilities.

This month, For the Record, we encourage you to advise your department about safeguarding personally identifiable information (PII), health information, and financial information such as credit card data.

- PII includes a person’s name, Social Security Number, date of birth, address, etc.
- PII, health information and financial information are classified as restricted data under the NDUS Data Classification Standard and must be protected.

NDSU recommends that PII, health information and financial information must NEVER be:

- stored in an unprotected area and/or on an unprotected electronic device
- shared without proper protection
- shared with anyone without a legitimate need to know
- sent or received in an email
- required for online forms

For more information on PII and to learn how to protect it please visit https://www.ndsu.edu/its/security/security/data_standards_hub/data_standards/.

Information about NDSU’s records management program is available at www.ndsu.edu/recordsmanagement/.

We welcome and encourage your suggestions for future “For the Record” topics.

Thank you,
CeCe