If you're handling personal information

You'll need to know and ensure Compliance

Personal Information is:

Names, addresses, phone numbers

- First and last name
- Maiden name
- Mother's maiden name
- Home address
- Work or personal email address
- Work, cell, or home phone number

Financial information

- Credit card number
- Bank account number

Government ID information

- Social security number
- Passport number
- Driver's license number

Biometric identifiers

- Retinal scan
- Fingerprints
- Voice signatures
- Facial geometry

Other personal identifiers

- Photographs, especially of face
- Handwriting
- Date of birth

Authentication information

- Unencrypted passwords
- Information to re-enable passwords

Be prepared to discuss when:

Collecting

- What is the business purpose of collecting the data?
- How do you plan to minimize the data collected?
- How do you plan to communicate the purpose of collection to the individuals whose data you are collecting?
- How will individuals be able to view and amend the information we've collected?

Storing

- What is the business purpose of storing the data?
- How long will the data be stored?
- What internal and external security needs to be in place?
- Who (internally) needs access to the data?
- How will you report a system breach or compromised data?

Deleting/destroying

- What is the business purpose of deleting or destroying the data?
- When will deletion or destruction be scheduled?
- What is the most secure way to delete or destroy the data?

Need more help? VCU Integrity & Compliance Office: (804) 828-2336 — ucompliance@vcu.edu or infosec@vcu.edu — www.VCUHelpline.com

VCU