

**Brothers, Sheila C**

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**From:** Adams, Katherine  
**Sent:** Thursday, November 30, 2006 5:40 PM  
**To:** Brothers, Sheila C  
**Cc:** Greissman, Richard; Routt, Thalethia B  
**Subject:** Big Favor, for Monday Agenda I hope!  
**Attachments:** FINAL Information Systems.doc

Hi Shelia,

Thank you so much for helping to expedite this. Please let everyone know why this has ended up with such short notice and why I'm asking for their help. Although I've been working on this since shortly after the (I think) second major breach of personal information became known, uncertainties about how new ID numbers would be handled as a result of the new programs IRIS is bringing on line (specifically, whether Student ID numbers would need to be confidential or not) has delayed our ability to get this completed. And as student numbers (as well as employee numbers) have been one of the biggest issues, wanted to be sure that this was well addressed.

As background, as I think everyone knows, we have had a series of well publicized releases of social security numbers of both students and staff. I think I have an overview of what happened in each instance, but I think sufficient to say that a little additional thought about the sensitive nature of the information would have prevented the releases. But to protect faculty, staff, students, our research activities, etc. it appears that we have urgent need for a practical policy that tells everyone "be careful when you have this kind of sensitive information, don't keep it if you don't need it, protect it while you have it." That's basically what this policy does, and I hope it can be used as a teaching tool when training new employees about computer usage. Because technology changes so rapidly, it doesn't try to say specifically what security measures are needed if you have this kind of information say on a laptop while you are traveling, but for the most part says to check the IT web pages for current recommendations

This draft has been circulated to a number of IT personnel, hospital, research, and web people, and I think we've considered all angles, but want to be sure we have input from all sectors and users to ensure that this is the case.

Once we have comments (if any, I'm hoping we have everything covered) from the Faculty and Staff Senate, the President's Cabinet will be asked to adopt it as policy, just like the other computer use policies. And then we can start communicating it to computer users, hopefully increasing the knowledge level and preventing anyone else from having the uncertainty of his/her social security number (or other confidential information) inadvertently posted somewhere.

Again, thanks for your help.

Regards,

Katherine Adams