

Information Security Policy – Personally Identifiable Information (PII) and Personal Account Number (PAN)



NORTH SHORE
COMMUNITY COLLEGE

North Shore Community College (NSCC) recognizes that Personally Identifiable Information (PII) and Personal Account Number (PAN) information must be protected from any possible security breach. NSCC provides access to PII and PAN for those employees whose responsibilities require them to have access to this data. These employees are prohibited from sharing this information with unauthorized entities or from looking up this information without a specific (non-frivolous) business need.

NSCC uses the term "personally identifiable information" to mean any information that could reasonably be used to identify you, including your name, mailing address, e-mail address, Social Security number, birth date, bank account information, credit card information, or any combination of similar information that could be reasonably used to identify you.

While there are situations where some portion of this information must be exchanged, NSCC prohibits the transmission of completely unmasked PII and PAN through unencrypted email, text messaging or instant messaging systems. If this information is encrypted, the password may not be supplied in the same message but must be sent in another message. Information such as the last four digits of credit card number or social security number may be provided in an unencrypted form internally to resolve issues resulting from a specific business need.

Furthermore, supervisors of functional offices with access to PII and PAN will educate employees annually to ensure compliance with NSCC policies regarding PII and PAN.