### Types of Sensitive Information (SI)

- Drivers License or State ID Numbers
- Tax ID numbers (other than UNC’s) or Employer Identification Number
- Credit Card numbers, Bank Routing numbers with account numbers, or PINs
- Social Security Numbers or Passport Numbers
- Biometric data or fingerprints used for identity verification
- Digital Signatures
- **Financial Acct Access Data:** Data or tokens used to verify identity for Financial Account Access
- **GLBA Financial Data:** Information on Loan, Investment, Insurance, or other financial instruments
- **HIPPA Data – Protected Health Information:** Information about the past, present, or future physical or mental health or condition that is identifiable to an individual
- **Educational Records - FERPA:** Non-directory information about student work, attendance, or performance protected by FERPA
- **Card Holder Data PCI:** Financial Card Holder Data
- **Non-Directory Personnel Data:** Data about employment or employee performance that is not public under state open records rules
- **Public Records Act Confidential:** Protected state records as defined by the NC Public Records act - NC GS 132. Incl. Emergency Response plans, Security Plans, or detailed plans and drawings of public buildings and infrastructure facilities, et al

### How to Save SI

<table>
<thead>
<tr>
<th>Approved:</th>
<th>Not approved:</th>
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</table>
| • Office 365  
  o Sharepoint (within secure folders)  
  o OneDrive for Business  
  • SecNas Server  
  • Portable Devices (laptops, thumb drives) – MUST use encrypted hard drives | • Shared Drives (storage.unc.edu)  
  • C drive, local drive, desktop  
  • FacDraw and FacHome |

### How to Send SI

#### Internally

<table>
<thead>
<tr>
<th>Approved:</th>
<th>Not approved:</th>
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</table>
| • University email (Office 365/Exchange)  
• Within ConnectCarolina using ImageNow | • Phone SMS, text, messenger, WhatsApp, ect. |

#### Externally

<table>
<thead>
<tr>
<th>To receive SI from outside party:</th>
<th>To send SI to outside party:</th>
</tr>
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</table>
| • Fax or Phone  
• Email (no guarantee of security for outside party) | • No approved way |