

## 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

### Approved:

- Office 365
  - Sharepoint (within secure folders)
  - OneDrive for Business
- SecNas Server
- Portable Devices (laptops, thumb drives) – MUST use encrypted hard drives

### Not approved:

- Shared Drives (storage.unc.edu)
- C drive, local drive, desktop
- FacDraw and FacHome

## How to Send SI

### Internally

#### Approved:

- University email (Office 365/Exchange)
- Within ConnectCarolina using ImageNow

#### Not approved:

- Phone SMS, text, messenger, WhatsApp, ect.

### Externally

#### To receive SI from outside party:

- Fax or Phone
- Email (no guarantee of security for outside party)

#### To send SI to outside party:

- No approved way