

# **SUNY Oswego - Categories of Information/Data - April 2009**

For the purpose of defining categories of information collected, stored, and used by SUNY Oswego, constituent groups are defined as follows:

## **Applicants and Recruits**

An applicant or recruit is an individual who has applied for admission or employment or was recruited as a student or employee but does not become a student or employee.

## **Students**

A student is an individual who has been or is enrolled in any class offered by the College.

## **Employees**

An employee is an individual who has been or is employed by the College in any full-time or part-time capacity.

## **Alumni**

An alumnus is an individual who has taken classes at the College and may have been awarded a degree or certificate.

## **Other Constituents**

The College collects, stores, and uses information that must be protected on a variety of other individuals and groups such as vendors, volunteers, workshop participants, conference attendees, friends, parents, corporations and foundations, criminals, and other.

If an individual falls into multiple constituent groups and information collected, stored, and used regarding that individual falls into multiple categories, the appropriate rule regarding that individual and information related to them will apply based on their most current status or as prescribed by law, statute, or regulation.

## Protected Information

*Protected information* is information or data elements that are identified by federal or state statute, law, or regulation or other significant regulations or standards as requiring specific security, restriction, or management.

The following statutes, laws, regulations, and standards affect information and data possessed or controlled by SUNY Oswego:

- |         |  |
|---------|--|
| Federal | Family Educational Rights and Privacy Act (FERPA)<br>Health Insurance Portability and Accountability Act (HIPPA)<br>Gramm-Leach-Bliley Act (GLBA)<br>Federal Trade Commission Safeguards Rule<br>Homeland Security and Antiterrorism Act   |
| State   | Freedom of Information Act<br>Information Security Breach and Notification Act<br>Disposal of Personal Records Law<br>Personal Privacy Protection Law<br>Electronic Signatures and Records Act<br>Information Security Policy<br>SUNY University Policy<br>New York State Police Information Network Act |
| Other   | Payment Card Industry Data Security Standard (PCI-DSS)<br>Payment Application Data Security Standard (PA-DSS)  |

SUNY Oswego regularly collects, stores, and uses the following protected information identified by one of the statutes, laws, or regulations above:

Applicants/Recruits	Students	Employees	Alumni	Other
Social Security Number Credit Card Number(s) Medical Records Date of Birth Ethnicity Personal ID Number (PIN) Criminal Records Background Checks	Social Security Number Credit Card Number(s) Immunization Records Medical/Counseling Records Grades/Grade Point Average Class Schedule Date of Birth Personal ID Number (PIN) Ethnicity Religion Parental Tax Records Student Tax Records Criminal Records Background Checks Judicial Affairs Records	Social Security Number Credit Card Number(s) Medical Records Date of Birth Ethnicity Personal ID Number (PIN) Criminal Records Background Checks	Social Security Number Credit Card Number(s)	Volunteers Social Security Number

## Confidential Information

*Confidential information* is information or data elements that are not specifically regulated by statute, law, or other means, but should not be made available except to those individuals who have a legitimate educational or business need.

SUNY Oswego regularly collects, stores, and uses the following information or data that is considered confidential:

Applicants/Recruits	Students	Employees	Alumni	Other
Letters of Recommendation	Other Advisement Records* Other Housing Information* Other Athletics Information* Extra Curricular Activity Information* Letters of Recommendation Driver License	Performance Evaluations Disciplinary Actions Home Address Home Telephone Number Home Email Address Non-salary Payroll Information Retirement Information Letters of Recommendation	Donations Donor Financial Profile Student Information Date of Birth	Parkers Vehicle and personal info

\*"Other" information related to these areas refers only to information not specifically designated as protected or directory information.

The College also creates, collects, stores, and uses a wide variety of data and information that is proprietary to SUNY Oswego and/or the SUNY System. Although much of that information is considered public record it is subject to formal request and dissemination procedures articulated by law and regulation. Subsequently, this information is considered confidential and may not be made publicly available except through formally established channels and procedures.

## Sensitive Information

*Sensitive information* is information or data elements that may be generally available to employees, but should only be used in relationship to a legitimate education or business function.

SUNY Oswego regularly collects, stores, and uses the following information or data that is considered sensitive:

Applicants/Recruits	Students	Employees	Alumni	Other
		Identification Photographs		

## Directory Information

*Directory information* is information or data elements that may be released or made publicly available unless, in the case of students, is otherwise indicated it may not be release or made available.

SUNY Oswego regularly collects, stores, and uses the following directory information or data:

Applicants/Recruits	Students	Employees	Alumni	Other
	Name Address Telephone Number Email Address Age Place of Birth Photographs Major of Field of Study Class Year Dates of Attendance Degrees and Award Most recent previous educational institution attended Expected date of graduation Participation in officially recognized activities/sports Weight and Height of Athletes	Work Location Work Telephone Number Work Email Address Salary		

If a student requests their directory information not be released under the provisions of FERPA, that student's directory information becomes confidential information.