

AMERICAN COLLEGE OF HEALTHCARE

Confidentiality of Personal Identifiable Information (PII)

American College of Healthcare complies with Federal, State and local laws and regulations related to the protection of confidential or sensitive personally identifiable information in conducting institutional business. Personally identifiable information is data which is tied to, or otherwise enables identification of, a specific person and makes personal information about them known.

This policy covers students, employees, alumni, prospects, applicants and others on whom the institution may have such information. The policy applies regardless of how the information is stored (e.g. paper, electronic, or other media) or transmitted.

Confidentiality of Personal Identifiable Information

All personally identifiable information contained in student records other than directory information is considered confidential information. This includes, but is not limited to: the name of the student, address of the student, academic evaluations, general counseling and advising records, disciplinary records, financial aid records, letters of recommendation, medical or health records, transcripts, test scores, and other academic records or other information that would make the student's identity easily traceable.

Personally identifiable information means that information includes:

1. Social Security numbers
2. Credit card numbers
3. Driver's license or other government-issued identification numbers
4. Bank account information
5. Protected health information

Steps for Protecting Personal Identifiable Information (PII)

- Know where the data exists
- Destroy confidential data which is no longer needed (shred or delete confidential data securely and completely)
- Do not discuss or share confidential information with unauthorized individuals
- Know who has access to folders before you put confidential information there
- Don't put sensitive information in locations that are accessible from the internet
- Don't leave confidential information lying around, including remote printers, fax machines or copiers
- When faxing Sensitive PII, the sender should alert the recipient prior to faxing so that the recipient can ensure that the transmission is not left unattended
- Arrange your computer monitor so that unauthorized individuals cannot see the information
- Confidential information should be sent securely
- Avoid email and Instant Messaging

Violations of this policy resulting in misuse of, unauthorized access to, or unauthorized disclosure or distribution of personal identification information may be subject to legal and/or disciplinary action, suspension or expulsion from American College of Healthcare.