

Checklist for Usage of PII

PII User Name _____ Date _____
 Department _____ Phone _____
 Address _____ E-Mail _____

Briefly describe the type of PII proposed to be collected and why it is required.			
Briefly describe the process used to collect the PII information.			
Describe how the PII will be stored including the types of media used for both primary and backup storage and what security measures will be employed.			
Will the data be stored on any portable equipment or media? If so, please describe how this will be used and what type of security measures will be used.			
Will any PII data be used as a primary identifier?			
List the approximate number of individuals requiring access to the PII data retained by this system by classification.	Faculty	Staff	Students
Describe the method(s) used to access the data and what controls will be implemented to manage that access.			

Please file with the Departmental Information Security Contact.

PII User Signature

Date

Departmental Information Security Contact Signature

Date