	Social Security Numbers	Credit Card Numbers	FERPA protected Student Information	Individual Medical Information (HIPAA protected)	Banking or purchasing information (account numbers)	Other protected information
I received protected data	If you received protected information by email, call the Information Security Office at 942---2333. Refer to the Protected Information Storage Decision Guidance document.					
I need to send the document but not the protected data	Delete or securely redact the information (e.g., SSNs, credit card numbers) from the document before sending. If the document contains sensitive but not protected information, consider password protecting or encrypting the document before sending and share the password with the recipient by phone call. If the program the information is written in provides for automatic backups or older revisions, ensure the backups and older versions are stored securely. See the Protected Information Storage Decision Guidance document for more information.					
I need to send the complete document including the protected information to an ASU employee on campus	Store the document where both parties can access it such as your departmental drive (Q:). If there is currently no shared storage and the data must be transferred on a recurring basis, call the Technology Support Center to open a ticket to create shared storage.	There are specific standards regarding credit card information. Contact the Information Security Office at security@angelo.edu	Store the document where both parties can access it such as your departmental drive (Q:). If there is currently no shared storage and the data must be transferred on a recurring basis, call the Technology Support Center to open a ticket to create shared storage.	There are specific laws regarding personal medical information. Contact the Information Security Office at security@angelo.edu	There are specific laws regarding banking and financial information. Contact the Information Security Office at security@angelo.edu	Store the document where both parties can access it such as your departmental drive (Q:). If there is currently no shared storage and the data must be transferred on a recurring basis, call the Technology Support Center to open a ticket to create shared storage.
I need to send the complete document including the protected information to an ASU employee off campus	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu
I need to send the complete document including the protected information to a federal or state organization	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu
I need to send the complete document including the protected information to a vendor or other third party.	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu	There must be a clearly demonstrated, documented business need to send the information. Please contact the Information Security Office at security@angelo.edu