

Category-I Data Storage Guidance

	Social Security Numbers	Credit Card Numbers	FERPA protected Student Information	Individual Medical Information (HIPAA protected)	Banking or purchasing information (account numbers)	Other protected information
No longer needed (retention not required)	Regularly run Identity Finder to locate and securely delete any protected information you no longer require. Delete the documents using a secure deletion program like sdelete for Windows or the “Secure Empty Trash” option in Mac OS X. Caution: using these tools makes the files unrecoverable unless they are backed up remotely. Also ensure that you regularly clear your web browser’s temporary files directory. Protected information in a web browsing session can be cached.					
Need to keep the document but not the protected information	Delete or redact the protected information from the document. Use the Scrub command in Identity Finder. If the application has a “redact” tool, use it to redact the sensitive information or manually edit the document to replace the protected information with placeholder characters such as XXXXXXXX or #####. If versioning or automatic local backups are turned on, ensure all older versions are also corrected.					
Need to keep the unaltered document but do not need access to it when not connected to ASU’s network	Move the documents to your personal (P:) drive or departmental drive (Q:) and ensure no local copies or backups are left	There are specific standards regarding credit card information. Contact the Information Security Office at security@angelo.edu	Move the documents to your personal (P:) drive or departmental drive (Q:) and ensure no local copies or backups are left	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	Move the documents to your personal (P:) drive or departmental drive (Q:) and ensure no local copies or backups are left
Need to keep the unaltered document and need access even when not connected to ASU’s network	Encrypt the hard drive using Winmagic SecureDoc. Contact the Information Security Office at security@angelo.edu	There are specific standards regarding credit card information. Contact the Information Security Office at security@angelo.edu	Encrypt the hard drive using Winmagic SecureDoc. Contact the Information Security Office at security@angelo.edu	Encrypt the hard drive using Winmagic SecureDoc. Contact the Information Security Office at security@angelo.edu	Encrypt the hard drive using Winmagic SecureDoc. Contact the Information Security Office at security@angelo.edu	Encrypt the hard drive using Winmagic SecureDoc. Contact the Information Security Office at security@angelo.edu