

New Employee Sign-Up Chain of Custody Agreement

We recognize that there are situations when a department will need to assist a new employee (e.g. Student Assistant or Special Consultant) with their sign-up documents. When a department commits to this responsibility, the designated person or persons commits to the proper handling of sensitive data.

- Information contained within the sign-up documents is considered Level 1 data and should be carefully maintained by a staff employee at all times.
- All documents will be maintained in a secure location until they are hand delivered to Human Resources & Academic Personnel Services by a staff employee (not a Student Assistant).

Levels of Data Classification

| Category | Classification |
|---------------------------------------|--|
| Level 1 (PII) Confidential | Data governed by existing law or statute, such as: <ul style="list-style-type: none">• (PII) Social Security number and name, credit card numbers and cardholder name, driver's license and name• (PHI) Personal Health Information |
| Level 2 Internal | Information that must be protected because of ethical or privacy concerns, such as grades, disciplinary actions, student photos, FERPA information, and employee data. |
| Level 3 General | Information such as job title, email address, or other directory information that is freely available in the public domain, such as the FERPA Directory information. |

I understand the above guidelines and agree to abide by them when handling sensitive data.

Signature _____ Date _____