



SUBJECT: Release of Personal Information

RESPONSIBLE UNIT: Information Security Office

REFER QUESTIONS TO: Lee Thompson
Information Security Officer (Interim)

ISSUE DATE: July 1, 2004

APPROVED BY: Norma S. Rees, President
Richard S. Metz, VP Administration and Business Affairs

DISTRIBUTED TO: The Campus Community

I. PURPOSE/DESCRIPTION

The University's Information Security Office is responsible for integrating existing federal and state privacy laws with University policies in an overall effort to protect personal information (e.g. social security number, home address, date of birth, etc.). This office is managed by the campus Information Security Officer, Lee Thompson, Interim Information Security Officer.

Members of the CSUEB community are reminded that personal information (e.g. social security number, home address, date of birth, etc.) regarding students, faculty, staff or other members of the University community is protected by several federal and state laws including the Gramm-Leach-Bliley (G-L-B) Act for the safeguarding of non-public personal information, the California Information Practices Act (IPA) for the protection of personal information generally, the Family Educational Rights and Privacy Act (FERPA) for the protection of information contained in student records, and the Health Insurance Portability and Accountability Act (HIPAA) for the management of patient's personal and health information.

II. PROCESS

Information about individuals must be released in accordance with University procedures and protocols which include but are not limited to the following:

- Any member of the campus community who is contacted by individuals who identify themselves as law enforcement officers or otherwise request information for law enforcement purposes shall direct the requestor to the University Police Department. The Police Chief or designee will evaluate the request and determine next steps, if any. If the requestor is in possession of a subpoena and/or a court order, the requestor shall be directed to the Information Security Officer (x52920).

- Any member of the campus community who suspects that someone has gained unauthorized access to a computing system that contains or has network access to unencrypted protected data should contact the Chief Information Officer (x53785). This individual will inform the Information Security Officer of all such contacts.
- Any member of the campus community who inadvertently discloses personal information (e.g. social security number, home address, date of birth, etc.) to an unauthorized person or entity should immediately contact the Information Security Officer (x52920 or iso@csueastbay.edu)

The California Information Practices Act requires that owners of computerized data must give notice of any security breach to affected persons in the most expedient time possible and without reasonable delay. We ask that you contact the University's Information Security Office (x52920), if you suspect a security breach has occurred in your area.

If you have questions regarding this bulletin, please contact the Information Security Office (iso@csueastbay.edu).

Version History

Date	Ver.	Comments	Approved By
07/01/04	1.0	Outlines principles and major procedural elements.	Richard Metz(AVP ABA) Norma Rees(President)
05/27/09	1.1	Minor revisions to reflect structural changes in ITS & ISO.	John Charles (CIO)