

Private data quick reference table					
	Social Security Numbers	Credit card numbers	Personal financial information (e.g. bank account numbers, loan info)	Patient medical records (HIPPA protected information)	FERPA protected student records (e.g. grades, student ID numbers)
I no longer need the document(s)	Delete the documents using a secure file deletion utility like: PGP Desktop trial for Windows or the “Secure Empty Trash” function in MacOS X. Be careful when using these tools because the files cannot be undeleted.				
I need to keep the document(s), but don’t need the sensitive information	Delete the sensitive information (like SSN or credit card numbers) from the document(s). Some software will preserve information deleted from a document to allow you to easily revert to a prior revision. If the software supports preserving older version information, consult the documentation on how to clear old data from the document(s).				
I need to keep the complete document(s), but don’t need immediate access	Move the document(s) to a CD/DVD/external hard drive and place the disk(s) in a secure location (e.g. a locked cabinet)	There are specific regulations regarding credit cards. Contact the IT security office at security@colorado.edu	Move the document(s) to a CD/DVD/external hard drive and place the disk(s) in a secure location (e.g. a locked cabinet)	There are specific regulations regarding patient data. Contact Joanne McDevitt in University Counsel for more information	Move the document(s) to a CD/DVD/external hard drive and place the disk(s) in a secure location (e.g. a locked cabinet).
I need to keep the complete document(s) and need immediate access to the data	There must be a business need to store this information and the system storing the information must meet campus minimum security standards for private data.	There are specific regulations regarding credit cards. Contact the IT security office at security@colorado.edu	There must be a business need to store this information and the system storing the information must meet campus minimum security standards for private data.	There are specific regulations regarding patient data. Contact Joanne McDevitt in University Counsel for more information	Minimize the amount of records stored on a computer and ensure that the computer meets the campus minimum security standards. Use CULearn for gradebooks whenever possible.