# PII Scan Permission Form for Data Transfer to New Computers

Dear Wesleyan Community Member:

In addition to being scanned for viruses, all data being copied to new machines will be scanned for Personally Identifiable Information (PII).  PII is defined as personal or university information that may be considered potentially damaging if accessed by unauthorized individuals. PII includes social security, credit card, bank account numbers and passwords. Wesleyan considers it a top priority to protect the privacy of our students, faculty, and staff.

Since we have always copied data from your old computer to new one, personal computers may have PII which may be several years old.  A new machine provides us with the opportunity to scan for PII to protect both you and your students and colleagues.  We have purchased a tool called Identity Finder which will scan for PII only, which you can then review with your desktop support specialist.

**PII Abatement Actions after Identity Finder Scan**
The computer's owner must review the results of the scan and decide what to do with the found PII. Recommended Actions are as follows:
- If there is no need for the data, delete the PII.

- If you determine that there is an outstanding need, move data to a protected directory on Wesfiles.

- If you store passwords on your computer, it is important that you create a digital encrypted vault. There are instructions on how to create a digital vault using MicroSoft Excel with encryption.  If you wish to use Evernote, please consult your desktop support person.

- If you have recent PII, you should take the necessary steps to avoid adding additional PII data to your personal computer's hard drive.


For more information on PII and the University's legal requirements for protecting Students, Faculty and Staff please see http://www.wesleyan.edu/its/policies/privacy.html .


In order to verify that you have been informed of this PII scan and abatement process, please sign below.

Name: _____    Signature: _____

Date: _____


If you have any questions or concerns about this process, please contact your desktop support specialist or Steve Machuga, the University Data Privacy Officer,  at extension 2138.