




MARY ANNE FITZPATRICK, DEAN  
EDUCATIONAL FOUNDATION DISTINGUISHED PROFESSOR  
COLLEGE OF ARTS AND SCIENCES

**Memorandum**

September 19, 2007

To: College of Arts and Sciences Chairs and Directors  
From: Mary Anne Fitzpatrick, Dean   
Re: Protection and Appropriate Use of Private Information

**THIS MEMORANDUM IS TO BE DISTRIBUTED BY YOUR OFFICE TO ALL FACULTY, STAFF, GRADUATE TEACHING ASSISTANTS AS WELL AS GRADUATE INSTRUCTIONAL ASSISTANTS WITHIN YOUR DEPARTMENT.**

The University has inadvertently exposed private student data several times during the past two years. Privacy violations are very costly. First and foremost, violations break trust between the University and those whose information is exposed, raising anxieties and concerns among victims of the exposure, including justifiable worries about the possibility of identity theft and other misuse of personal information. Second, responding to privacy violations is labor intensive and disruptive to productivity. And, third, USC's credibility as a faithful and competent steward of private information is seriously compromised.

Maintaining privacy is not simply a matter of safeguarding course grades and social security numbers. The University gathers and stores a vast quantity of electronic and paper information about students, prospective students, alumni, donors -- and about **you**. Sensitive data such as credit card and bank account routing numbers, medical and insurance records, personnel files and retirement records, law enforcement and safety information, and classified or proprietary research are collected and stored in hundreds of physical and virtual locations throughout the University.

Maintaining privacy of personal information is a commitment that USC takes very seriously. Protecting personal information in a decentralized organization that values open exchange of information is a challenge -- and a *personal responsibility* - for every member of the Carolina community.

Familiarize yourself with University policies, state and federal regulations, and web sites that provide additional information about data privacy and security.

- <http://www.sc.edu/policies/acaf702.html>
- <http://www.sc.edu/policies/it106.html>
- <http://www.sc.edu/policies/busf411.html>
- <http://uts.sc.edu/informationsecurity/index.shtml>
- [http://registrar.sc.edu/html/student\\_rights/stud\\_rights.stm](http://registrar.sc.edu/html/student_rights/stud_rights.stm)
- [http://registrar.sc.edu/html/fac\\_staff/ssn.stm](http://registrar.sc.edu/html/fac_staff/ssn.stm)

If you suspect that a privacy breach has occurred, report your concerns immediately to [security@sc.edu](mailto:security@sc.edu), and to your supervisor, department chair, or other senior administrator in your area.

If you have questions, comments, or suggestions about how the USC community may continue to improve its processes, procedures, and policies to protect private information, please contact Bill Hogue, Vice President for Information Technology and CIO, via email ([wfhogue@gwm.sc.edu](mailto:wfhogue@gwm.sc.edu)) or phone (777-0707).