

Discovering and remediating PII at Penn State Spirion Workflow Guide

Contact Information

Office of Information Security
024 Technology Support Building
Email: security@psu.edu
Phone: 814-865-4357

Privacy Office
James M. Elliott building, Suite 333
Email: privacy@psu.edu
Phone: 814-867-5088

Start Here

Spirion scan launched manually or via scheduled scan.

Did the Spirion scan find personally identifiable information (PII)?

Personally Identifiable Information (PII) is defined as:

- Social Security Numbers
- Credit Card Numbers
- Bank Account Numbers
- Drivers License Numbers

NO

YES

Are the scan results true PII and not a false positive?

A false positive is a match that Identity Finder believe represents a PII match above but upon review is not.

NO

YES

Do you have a PSU policy AD-19 authorization to store sensitive data?

Information related to AD-19 authorizations can be found online at:
<http://guru.psu.edu/policies/AD19.html>

NO

YES

Is the information secured via the guidelines outlined in AD-19?

All records containing SSNs, whether on or off-line, will be considered confidential information and should be secured appropriately. If and when these records are no longer needed, disposal of the records must be done securely.

YES

NO

Use the "Ignore" option to mark false positives.

Use the "Shred" or "Scrub" options to remediate the found PII.

Contact the PSU Privacy Office

Close the application and repeat process for next scan.

