Discovering and remediating PII at Penn State
Identity Finder Workflow Guide

Start Here

Identity Finder scan launched manually or via scheduled scan.

Did the Identity Finder scan find personally identifiable information (PII)?

YES

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

YES

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

YES

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

YES

Close the application and repeat process for next scan.

NO

Use the “Ignore” option to mark false positives.

NO

Use the “Shred” or “Scrub” options to remediate the found PII.

NO

Contact the PSU Privacy Office

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

Personally Identifiable Information (PII) is defined as:
- Social Security Numbers
- Credit Card Numbers
- Bank Account Numbers
- Drivers License Numbers

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

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

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.

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