

**Appendix C – Sensitive and Private Data**

NOTE: The following lists of sensitive and private data are provided as a general guide and DO NOT constitute a complete and comprehensive list of all university sensitive and private data.

## Human Resources/Payroll Data

Sensitive	Private
<ul style="list-style-type: none"> <li>• Medical</li> <li>• Garnishments</li> <li>• Benefits</li> </ul> <p>Personal Nature:</p> <ul style="list-style-type: none"> <li>• Handicapped / disability status</li> <li>• Home/Mailing Address</li> <li>• Home Phone</li> <li>• Date of Birth</li> <li>• Social Security Number</li> <li>• Marital Status</li> </ul>	<p>Personal Nature:</p> <ul style="list-style-type: none"> <li>• Education</li> </ul>
<ul style="list-style-type: none"> <li>• Total Compensation</li> </ul>	Total Compensation (as defined under FOI)
<p>Performance</p> <ul style="list-style-type: none"> <li>• Review Rating</li> <li>• Review Date</li> <li>• Pay for Performance</li> </ul>	
<ul style="list-style-type: none"> <li>• Salary History/Employment History</li> </ul>	Salary History/Employment History (as defined under FOI)

<p>Basic Information:</p> <ul style="list-style-type: none"> <li>• Emergency Contact &amp; Phone</li> <li>• Leave Balances</li> <li>• Training Records</li> </ul>	<p>Basic Information:</p> <ul style="list-style-type: none"> <li>• State Service Date</li> <li>• Leave Base Date</li> <li>• Class/Slot</li> <li>• Exempt/Non-exempt status</li> <li>• Salary Band</li> </ul>
Sensitive	Private
<ul style="list-style-type: none"> <li>• Employee Disciplinary Records</li> </ul>	<p>Basic Faculty Data:</p> <ul style="list-style-type: none"> <li>• Tenure Status</li> <li>• Tenure Date</li> <li>• Tenure Department</li> <li>• Date on Tenure Track</li> <li>• Date of Rank</li> <li>• Classification of Instructional Program (CIP) of Degree</li> </ul>
<ul style="list-style-type: none"> <li>• E-mail files concerning or created by an employee</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting Information/Full Time Equivalent (FTE)</li> </ul>
<ul style="list-style-type: none"> <li>• Employee ID Photographs</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisor (Name, Class, Slot)</li> </ul>

#### Student Data

Sensitive	Private
<p>Personally identifiable student data not designated as Directory Information:</p> <ul style="list-style-type: none"> <li>• Student identification (usually CSU ID Number)</li> <li>• Admissions data</li> </ul>	<p>Faculty Instruction Data</p>

<ul style="list-style-type: none"> <li>• Financial aid data</li> <li>• Student enrollment data, including student course schedule and grades</li> <li>• Student accounts data</li> <li>• Student disciplinary records</li> <li>• Student employment records (if employment is contingent upon enrollment)</li> <li>• E-mail files concerning or created by a student</li> <li>• Student ID photograph</li> <li>• Student medical and counseling data</li> <li>• Student advisement data</li> </ul>	
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#### Financial Data

Sensitive	Private
<ul style="list-style-type: none"> <li>• Donor Information (if donor requested that privacy be maintained)</li> </ul>	<ul style="list-style-type: none"> <li>• All financial data</li> </ul>