

**CLASS LIST
SPRING 2006****ATTENTION**

As a university official privy to the student information and records included in this report, you are a custodian of this data and responsible for ensuring the privacy of the records and personal information. As a custodian, you are expected to comply with all university policy and federal and state laws regarding the use of student data.

Under a new New York State law known as the 'Information Security Breach and Notification Act' directed towards protecting individuals from the ever-increasing occurrence of identity theft, Cornell will be required to notify individuals whose personal identifying information (such as name or ID number) and private information (social security number, driver's license number or bank account/credit card number) is maintained/owned by Cornell, when it has a reasonable belief that such data has been acquired by someone without authorized access to such data. Cornell is subject to large monetary fines if it does not notify when required. Therefore, to prevent the requirement to notify from arising, it is imperative that all such electronic information be optimally protected. You should contact your college/department IT specialist or CIT to assist you in this regard or in the event of a breach.

We also want to remind you of your obligation under policy 4.5, Access to Student Information, to respect the student's right to privacy with regard to his/her educational record, including grades, ID numbers and social security numbers.

Here are some specific points of guidance:

- Do not store personal identifiable information as described above.
- Grades are protected under federal law and should not be widely accessible.
- Remove all local storage and processing of grades or other student records as soon as practicable.
- Keep only the information that you currently require on your computer. All other information should be moved to longer-term storage and removed from your computer.
- Think very carefully about how you handle, store and transmit student data.
- Everyone, including TA's, is responsible for appropriately protecting the student data they have.
- Student social security numbers should never be used.

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