

Sensitive or personally identifiable information (PII) must be securely destroyed using the University paper shredding service (Shred-It) or by deleting electronic records from your computer or network drive.

PII is:

- Information about an individual's identity: social security numbers, biometric records, name and address, name and phone number, license numbers or photocopies of identification cards
- Handwritten signatures
- Computer IP Addresses
- Credit card information
- Criminal or credit background checks
- Grades, salary, or sensitive job information (i.e. disability or personal health information)
- Litigation records
- Certain University records (such as those reporting on budgets, tenure decisions, contracts, or other proprietary information)
- Any other proprietary record created during the course of University business that is not meant for public disclosure.

For more information on record retention requirements, please contact Michael Dello Iacono, University Records Manager. mdelloiacono@suffolk.edu X6255