

USC Data Privacy Reference Guide

 **Help & Hotline**



report.usc.edu



213-740-2500
800-348-7454



Questions? Contact the Office of Culture, Ethics, and Compliance (OCEC):

 compliance@usc.edu

 213-740-8258

“Two Sides of the Same Coin”

Data Privacy

Governs how data is collected, used, shared, and how to uphold individual’s rights related to their data

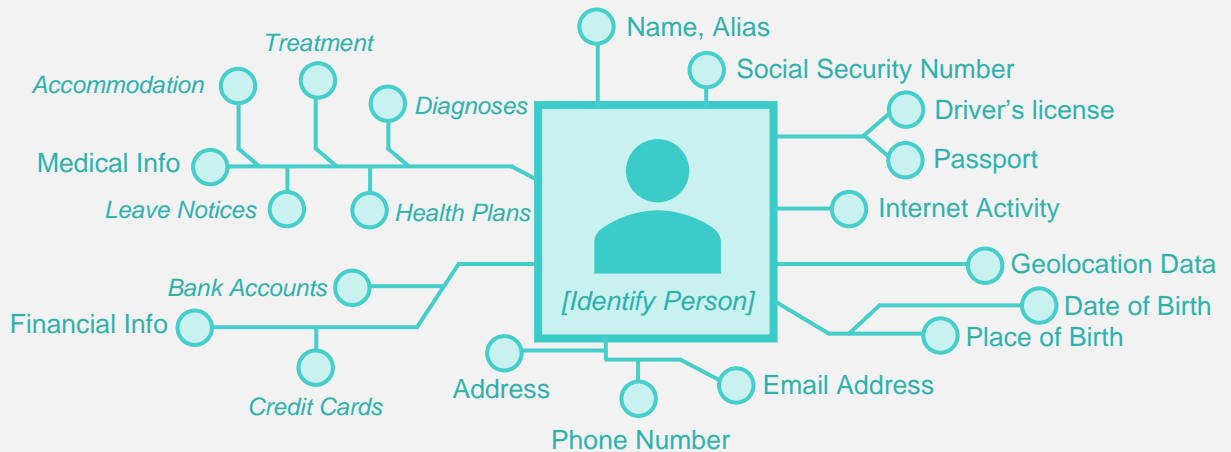
Refers to measures (e.g., solutions, technologies) to protect data from unauthorized access

Data Security

What is Personal Information (PI)?*

* Not an exhaustive list of examples

Definition
PI is information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, to a particular individual.



Key Privacy Practices

- 1 Only access information necessary to perform your duties
- 2 Only disclose the minimum amount of information necessary to fulfill the intended purpose
- 3 Only disclose information to individuals authorized to receive it
- 4 Protect information in your possession (verbal, written, electronic)
- 5 Safely dispose of information (e.g., shredders)

FERPA
HIPAA
CMIA
GDPR

GLBA
PCI
CA
Breach
Law

Privacy Do's

- Confirm communications containing PI are being sent to the appropriate individuals
- Use private areas to discuss PI (not elevators, hallways, or in public)
- Encrypt files when necessary and lock and secure laptops/ portable devices
- Be familiar with USC data privacy and information security policies and procedures
- Report suspected privacy violations to your supervisor or OCEC

Privacy Don'ts

- Share User ID and passphrases or leave them open for others to see
- Leave laptops, devices, and sensitive data unattended (even for a few seconds!)
- Transfer or process data for unrelated purposes, unless legally required to do so
- Send or forward USC confidential information to personal email accounts
- Click on links or open attachments from suspicious emails or unknown sources

(Click icon for more information)



Report Phishing



Email Encryption



Confidential Info Brochure
(See separate attachment)



USC Data Privacy Site



USC Information Security Site

Resources