



Sharon L. Blackman, Ed.D.

September 5, 2007

Dear Faculty and Staff,

More and more in the news we hear about potential identity theft resulting from the loss of sensitive information. Sometimes papers with sensitive information are not disposed of properly. Other times computers with sensitive information have been stolen or electronic storage of information has been violated. As employees of the Dallas County Community College District we all need to become well informed on how best to protect the privacy and security of information in our care, whether in verbal, written or electronic form, to prevent our students and employees from becoming statistics.

Behind the scenes for the past year a group has been working to establish a formal policy governing the privacy and security of information as well as guidance to assist us all in carrying out our individual responsibilities for protecting sensitive information to which we may have access as employees of the District. The board supported this effort by voting approval of policy CS (Local) - Information Security at its regular meeting in April, 2006.

Attached you will find four documents regarding information privacy and security reviewed and supported by the members of the Chancellor's Cabinet. A brief description of each follows:

CS (Regulation) - Information Security: This regulation supplements the CS (Local) - Information Security which authorized the Chancellor "to promulgate regulations to implement [the] policy."

Information Classification Scheme: This document classifies information into three categories: Public Information, Internal Information, and Confidential Information. It provides guidance as to how information is to be classified, handled and protected by the District and its employees.

Working with Internal/Confidential Information: This document is an offshoot from the Information Classification Scheme and is intended for use by district employees to ensure the protection of sensitive information.

How to Create a Strong Password: This guideline provides a checklist and steps to use when creating a strong password for use with accounts accessing confidential information.

Please study each of these documents carefully. I cannot stress enough the importance of safeguarding information entrusted to us by students and employees. You might also want to be aware that, in some instances, violations of privacy and security of information can result in criminal and/or financial penalties to the organization.

If you have any questions about the attachments, please contact our college information privacy and security officer, **Ben Barnes, 972-860-4670** or **bebarnes@dcccd.edu**.

Thank you for your careful attention to and immediate implementation of these policies and guidelines.

Cordially,

A handwritten signature in cursive script that reads "Sharon L. Blackman".

Dr. Sharon L. Blackman
President