

TO: Vice Presidents, Deans, Directors and Department Heads  
FROM: Members of the Business Services Advisory Group  
RE: Best Practices for Handling Personally Identifiable Information

UGA's Business Services Advisory Group (BSAG) recently partnered with the Office of Information Security to review and consider best practices for properly collecting, accessing, using, sharing and disposing of Personally Identifiable Information (PII) and Sensitive PII that is frequently handled in departments in a variety of business processes. As a result of those discussions, the [Best Practices Guidelines for Handling Sensitive Personally Identifiable Information](#) were created. The guidelines also include two appendices covering SendFiles and FAQ's for Sensitive PII. EITS has posted these Best Practices Guidelines at [http://eits.uga.edu/access\\_and\\_security/infosec/pols\\_regs/policies/sensitive\\_personal\\_info/](http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/sensitive_personal_info/) and they are linked from the policies page (the last item in their guidelines section) here: [http://eits.uga.edu/access\\_and\\_security/infosec/pols\\_regs/policies/](http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/).

If you have any questions regarding the implementation of these Best Practices Guidelines, please contact your department's IT professional and/or EITS Office of Information Security [http://eits.uga.edu/access\\_and\\_security/infosec/](http://eits.uga.edu/access_and_security/infosec/).

Information about the Business Services Advisory Group is available at <http://www.busfin.uga.edu/bsag/bsag.html>.

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*Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Sam Fahmy at [sfahmy@uga.edu](mailto:sfahmy@uga.edu).*