

PROTECTING PRIVACY AND UNIVERSITY DATA – THE INFORMATION PRIVACY AND SECURITY (IPAS)  
PROJECT PHASE II: SCANNING SYSTEMS FOR PERSONALLY IDENTIFIABLE DATA

Instructions:

Please complete the following form and return with the scanning results report to the RIIT Group

This form is due within two weeks of receiving your scanning report.

I certify that I have completed the PII Remediation Plan to the best of my ability and I have scanned and/or removed any PII found on my computer with PSU # \_\_\_\_\_. I understand that this process will need to be reviewed and/or remediated periodically and that future scans will be conducted per the Penn State IPAS initiative.

Using the scanning reports provided to me, I have reviewed all files within my purview for personally identifiable information (i.e. social security numbers, credit card numbers, bank account information).

I have securely deleted any files containing PII from my computer and from any external media storage devices.

Other \_\_\_\_\_  
\_\_\_\_\_

Name (please print) \_\_\_\_\_ Department/Unit \_\_\_\_\_

Access Account UserID \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_