

PROTECTING PRIVACY AND UNIVERSITY DATA – THE INFORMATION PRIVACY AND SECURITY (IPAS) PROJECT  
PHASE II: SCANNING SYSTEMS FOR PERSONALLY IDENTIFIABLE DATA (SOCIAL SECURITY, FINANCIAL  
ACCOUNT, AND CREDIT CARD NUMBERS)

To date, 150 machines within the College have been scanned by the Security Operations and Services (SOS) for completing the mandatory scanning of systems as part of the IPAS Phase II Project to eliminate exposure of personally identifiable data. Of those systems scanned, approximately 80 percent have this type of data stored on them. In the last two weeks, three machines have been compromised/hacked, two had social security and credit card information on them. In order to expedite the deletion of this data/these files and minimize exposure, we are asking you to assist with the process.

Attached are the confidential printed results from your computer scan. Please carefully review the files identified as containing social security and credit card numbers since the software may flag files that do not and remove/delete those that do. Please indicate the action taken on each file using the codes listed below. Once completed, RIIT Group staff will collect the reports and ensure appropriate disposal as these reports contain PII or personally identifiable information. We appreciate you completing this process within a week from receiving the report. Your system will be scanned again by SOS to ensure the data was removed. Thanks in advance for your help with this important initiative.

Please carefully review each file that is flagged in the report and write one of the following codes next to every file name:

- FP - False Positive:** The scan flagged a “false positive”. File contains no confidential data.
- D - Deleted:** The file contained confidential numbers and you securely deleted the file from your computer. The RIIT Group recommends using the PSU site licensed Utimaco SafeGuard PrivateCrypto software that we have installed on your PC and demonstrated use of during distribution of this report. Please email us at [remediation@smeal.psu.edu](mailto:remediation@smeal.psu.edu) if you cannot find the utimaco safeguard privatecrypto sw on your PC. (*pictorial instructions on how to delete files on next page*)
- NFC - New File Created:** The file contained confidential numbers, but you needed to keep the file. In this situation, you would copy the line(s) or column(s) you needed to keep (non-PII info only) and paste into a new spreadsheet and save as a new file. You must then delete the flagged (old) file.
- NS - Not sure.** For whatever reason, you’re not sure if the file contains confidential data and you’re not comfortable deleting it. You must review these instances with the RIIT Group for final remediation (e.g. exceptions must be granted by PSU to store SSNs, per AD19)

Please keep in mind that the scan is not perfect and that it will flag legitimate Windows System files and software files because they may contain numbers in particular patterns. You must be careful not to delete these files. **The files requiring remediation will be files that you created, were sent or downloaded. Also, the scan only reports back the first few hits in each file. You may have more than the listed PII in a particular file.**

You may find that some PII is located in old mailboxes. If you no longer access these old mailboxes, i.e. Eudora Mailboxes/Attachments or Netscape Messenger/Mozilla Thunderbird, you may choose to securely delete those folders.

## Eudora Users only – please read

The scan will flag mailboxes in Eudora that may contain confidential data in an email. Those mailbox files will have an .mbx extension. That means you will have to open Eudora, go into that mailbox and find the referenced piece of mail and either securely delete it or decide it was a false positive. If you delete the entire mailbox file, it will delete all mail inside that file. In most cases, folks have moved over to our Smeal Exchange system so you should be able to delete your Eudora mailboxes. If you are unsure, please check with us at 865-0366.

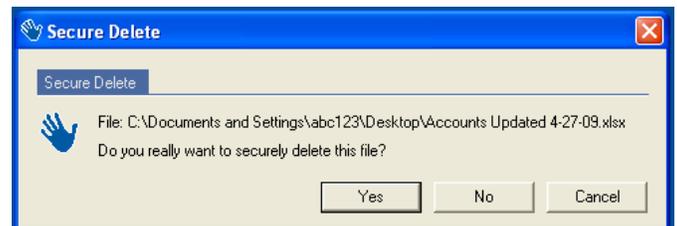
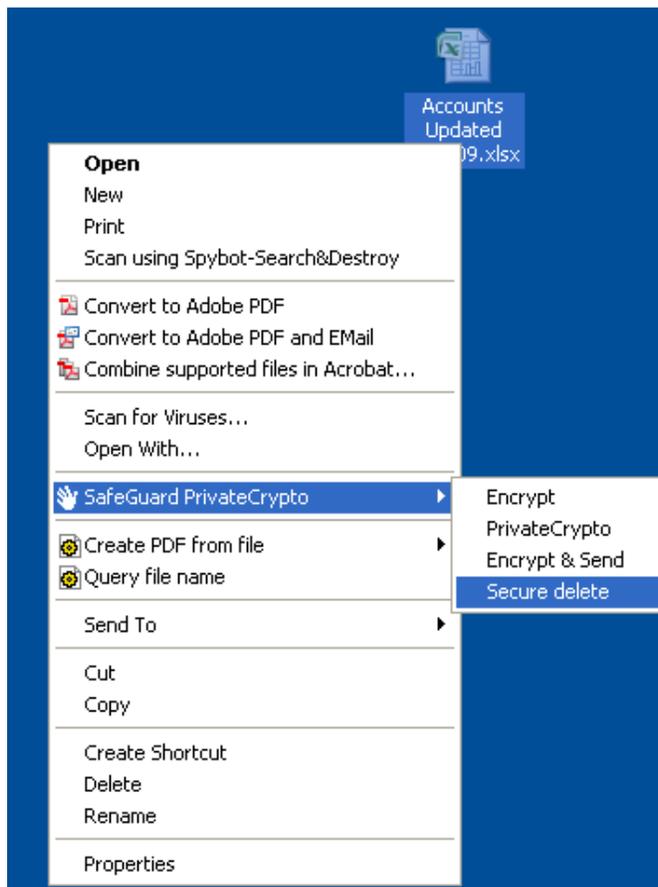
## The Koala Shared Drive

A number of faculty and staff in Smeal use the network file sharing drive (aka Koala) to store their work files. This report is for your computer hard drive only – the C or C and D drive(s) only. If you are aware of files in your shared Koala folders that contain confidential information and will require remediation, please go ahead and take care of those files now. Sometime in the near future, everyone will receive a separate report for their shared drive space. Anything that you can do now to remediate your shared space prior to receiving the report will save time later.

Please contact us at [remediation@smeal.psu.edu](mailto:remediation@smeal.psu.edu) with any questions/concerns that you may have.

## Using Utimaco's PrivateCrypto software to securely delete files.

- Simply **right mouse click** on the file you would like to delete.
- From the menu that appears, select **SafeGuard PrivateCrypto** and choose **Secure Delete**.
- A SecureDelete prompt will appear and ask if you really want to securely delete this file. Click **Yes** and the file will be securely deleted from your computer.



# Protected Information Report

Company: PSU

Department: Smeal

Will show your computer #

PII = Personally Identifiable Information

<b>Computer:</b>	PL20080999	
<b>IP Address:</b>	128.118.999.999	<b>Credit Card:</b> 28
<b>O/S:</b>	Microsoft Windows NT 5.1.2600 Service Pack 3	<b>SSN:</b> 1676
<b>Scan Policy:</b>	IPAS	
<b>Scan Date:</b>	2009-03-19 03:52:48	
<b>Assurance:</b>	11: Low Assurance	

## Confidential Data

**File Name:** C:\Documents and Settings\abc123.SMEAL\Desktop\Example\TabletExhibition.pdf

SSN - Exhibitor 12 999 14 3103 223Tree Top224 Begin  
SSN - Exhibitor 12 999 14 3106 223Trees + Me224 4-H  
SSN 226 Exhibitor 8 999 11 3104 223Trees + Me224 4-H  
SSN t - Exhibitor 8 226 11 3102 223Adopt-a-Tree224 F

Totals: SSN: 4

False Positives - these are not SSN's

**File Name:** C:\Documents and Settings\abc123.SMEAL\My Documents\EVALS\2002\999.doc

SSN d Memphis Tennessee 99999998 9019997581 FAX: 901  
SSN ington Navy Yard DC 999967014 9999814413 FAX: 202  
SSN neapolis Minnesota 999911498 99926385 FAX: 763  
SSN Reached limit of 5 (Total of 7 in file)  
SSN t. Belvoir Virginia 220606221 7037674303  
SSN Woodbridge Virginia 221922948 RAY

Totals: SSN: 7

False Positives - these are not SSN's

**File Name:** C:\Documents and Settings\abc123.SMEAL\My Documents\EVALS\2003\TELENP.EVL.doc

**Credit Card** Discover Card Number: 999990309995609 Exp. Date: 05/08 Ca

Totals: Credit Card: 1

Ex. Credit Card # (PII) found. This file must be remediated.

**File Name:** C:\Documents and Settings\abc123.SMEAL\My Documents\MyName\FallSemester\Programs\Sample.xls

SSN 050-xx-xxxx (Possible Column Header: SSN)  
SSN 2148xxxxx (Possible Column Header: SSN)  
SSN 3928xxxxx (Possible Column Header: SSN)  
SSN 428xxxxxx (Possible Column Header: SSN)  
SSN 52x-xx-xxxx (Possible Column Header: SSN)  
SSN Reached limit of 5 (Total of 51 in file)

Totals: SSN: 51

Ex. Social Security #s (PII) found. This file must be remediated.

To delete a file, follow the file path. For instance, in the above example, the file would be found by opening My Computer | C: Drive | Documents and Settings | abc123.smeal | My Documents | MyName | FallSemester | Programs | Sample.xls