

Title: Definitions – Abbreviations - Terms	Number: 200.100
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Cayuga Community College - hereafter referred to as “**the College**”

Cayuga Information Technology Department - hereafter referred to as “**IT**”

Confidential information (CI)- information that is not known to others. CI includes but is not limited to: student records, private information, personally identifiable information (PII), and data about the College’s employees, students, or others who do business the College, and other information designated as confidential under the provisions of FERPA, HIPAA, and other applicable Federal and NY State laws, rules and regulations. CI includes all information designated by NY State Cyber Security Policy p03-002 as Personal, Private, or Sensitive, and classified with a confidentiality of high.

FERPA - the Family Educational Rights and Privacy Act of 1974

HIPAA - the Health Insurance Portability and Accountability Act of 1996

Network - the College’s computer network. Consists of the College’s Local Area Networks (LAN), wireless networks (Wi-Fi), virtual private networks (VPN), voice over ip (VOIP) networks, and all other networks owned and operated by the College.

Personal Information - any information concerning a natural person which, because of name, number, personal mark, or other identifier, can be used to identify such natural person.

Personally Identifiable Information (PII) - Information that alone or in conjunction with other information identifies an individual, including but not limited to an individual’s: (A) name, social security number, date of birth, or government-issued identification number; (B) mother’s maiden name; (C) unique biometric data, including the individual’s fingerprint, voice print, and retina or iris image; (D) unique electronic identification number.

Personal Mobile Computing/Storage Device - any device that is designed to be moved and is capable of collecting, storing, transmitting, or processing data or images. Movement refers to the device not having a fixed physical connection to the network. Examples of mobile computing devices include, but are not limited to: laptops, tablets (e.g. iPad, Surface, etc.), eReaders (e.g. Kindle, Nook, etc.), smartphones (e.g. iPhone, Blackberries, etc.), or mobile storage devices (e.g. flash drives, external hard drives, etc.).

Personnel - includes but is not limited to: employees, volunteers, and other members of the College’s workforce whether directly employed by the College or serving under an alternative arrangement.

Private information - personal information consisting of any information in combination with any one or more of the following data elements: (1) social security number; (2) driver's license number or non-driver identification card number; (3) account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account; (4) home address or telephone number, (5) username or password; or (6) parent’s surname prior to marriage.

Protected Health Information (PHI) - any information, including very basic information such as an individual’s name and address, that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, and identifies or contains information that could be reasonably used to identify the individual.

Student Record - a student record, also known as an education record, contains information directly related to a student and maintained by the College or by a party acting for the College. Student/education records are maintained in multiple media including handwriting, print, microfilm/fiche, computer memory, magnetic tape, flash drive, CD, and other computer storage devices.