

# Introduction to Identity Finder

This sheet describes the purpose for using Identity Finder and the data classification levels.

1. Identity Finder is a search tool that allows you to find confidential or sensitive data on computers and promptly remove or secure them. This tool will aid in protecting the data because it is required by FERPA, the Privacy Act, Connecticut records retention regulations, and by College Policy. However, Identity Finder does not work automatically. It will need your manual input to be able to protect or remove the data.

What is Identity Finder? 

- Confidential or Sensitive Data
- Requirements: FERPA, Privacy Act, Connecticut records retention regulations, and by College policy.
- Manual Action Required

2. Identity Finder searches for a specific **Data Classification Level (DCL)** but it can be configured for other levels.

Data Classification (DCL) Levels 

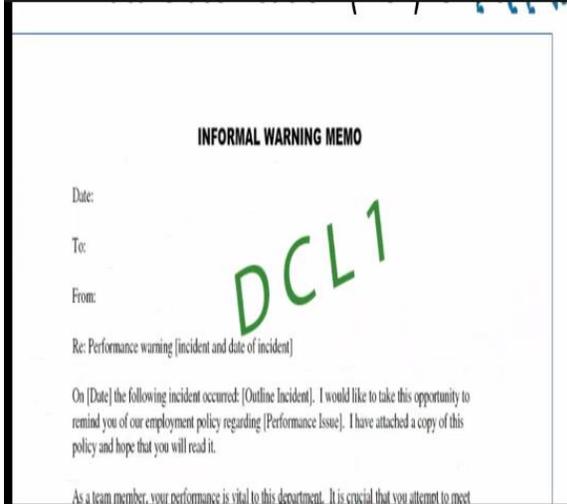
3. **DCLO** is given to data that is public information such as advertisements, directory information, press releases, job postings, etc.

'Enrollment Blitz' to include Three Rivers Community College **DCLO**

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4. **DCL1** is given to data that is internal such as internal memos, minutes, internal project reports etc. from the community college(s) and the Board of Regents.

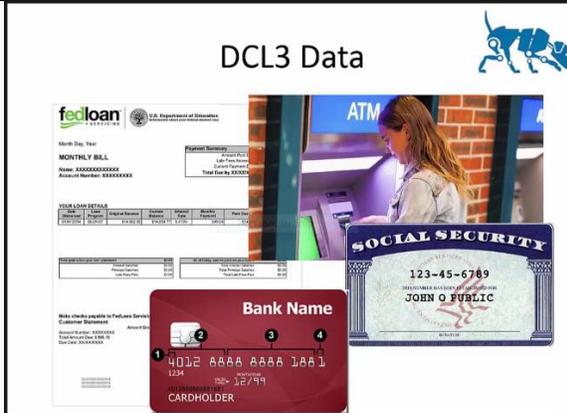


5. **DCL2** is given to data that under strictly controlled circumstances can be disclosed. Typically these items are protected by FERPA such as birthdays, mother's maiden name, academic records, test scores, courses taken, student records, advising records and disciplinary actions, and employee records etc.

	A	B	C	D	E	F	G	H
1		Software Engg	SE II	Calculus	S/W Architecture	RDBMS	Oracle	Data Structure
2	Jack	18	80	68	62	65	71	89
3	Billy	36	52	52	76	75	10	27
4	McLaden	33	75	51	61	63	52	68
5	Steven Shwimmer	40	10	12	64	63	28	87
6	Ruby jason	56	79	76	49	81	26	10
7	Mark Dyne	67	4	25	67	6	30	86
8	Philip namdaf	86	30	62	27	66	48	64
9	Erik Bawn	44	5	20	42	9	32	94
10	Ricky ben	13	17	51	64	80	70	47
11	Miecky	52	16	42	13	61	73	78
12								

As a team member, your performance is vital to this department. It is crucial that you attempt to meet

6. **DCL3** is protected confidential data. If lost, it can cause identity theft or financial harm to the person. This includes *student loan data, bank account information, social security information, and credit card information*. Identity Finder by default is set to search for DCL3 data.



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7. **Data Domains** are departments in the college that work with DCL3 data. If you work in one of the departments listed in the image, then you have some level of access to DCL3 data and are responsible for protecting that information. Each department has a data steward. If you are not sure of your responsibilities, then ask your department's data steward.

## Data Domains

- Academic Records
- Admissions
- Bursars
- Development (Fundraising)
- Facilities
- Finance
- Financial Aid
- Human Resources
- Information Technology
- Institutional Research
- President's Office
- Registrars
- Student Advising & Counseling

8. Since Identity Finder can help flag for DCL3 data, a possible solution could be to delete old data. However, it can be difficult to find the data and we are required to follow **Connecticut State's record retention policy**. The policy can be found at [www.ctstatelibrary.org](http://www.ctstatelibrary.org).

## Retaining Records

State Records Retention Schedule S1: Administrative Records (Revised: 05/2014), Page 3 of 22

15. RECORDS (SMBAS): Agencies have different operational needs. Active records should be retained onsite and inactive records may be stored at the State Records Center or other approved offsite records storage facility. See Public Records Policy 30 for the transfer and storage of records at the State Records Center and Public Records Policy 30 for the standards for public records storage facilities.

Series #	Records Series Title	Description	Retention	Disposition	Notes
11-010	Accident Records	This series documents reports and related documents regarding personal injury on state property, at state sponsored events, or in state owned vehicles.	10 years from date of report	Destroy after receipt of signed Form RC-106	See 53-720 and 53-720 for accidents that involve only property damage.
11-030	Accreditation Records	This series documents the accreditation process by accrediting and regulatory bodies, including but not limited to state correspondence; other supporting documentation; reports received from study committees of accrediting associations; and suggestions and recommendations concerning organizational structure and administration.	3 years from date accreditation granted, or until next accreditation, whichever is later	Destroy after receipt of signed Form RC-106	Applies to accreditation of programs, departments, and institutional levels.
11-030	Alarm System Activity Records	This series documents alarm system activity at agency facilities, including but not limited to alarm test check sheets, zone check sheets, zone alarm check sheets, and alarm activity logs.	2 years from date of activity	Destroy after receipt of signed Form RC-106	
11-040	Award and Recognition Records	This series documents the issuance of records and recognition of state	3 years from date award presented, or until notified	Destroy after receipt of signed Form RC-106	See 51-330 for medication records.