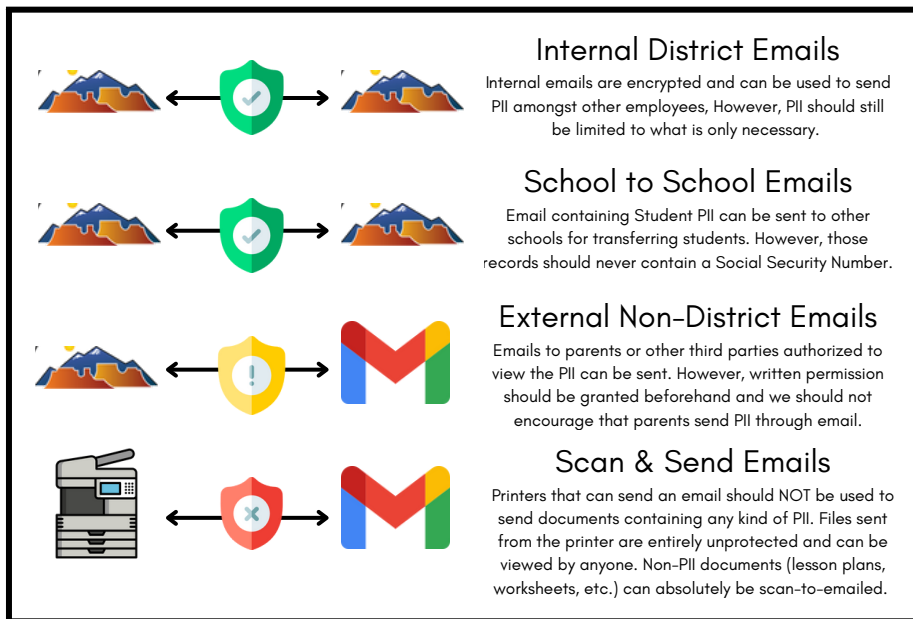


# The Do's and Don'ts of Emailing Sensitive Information in Washington County School District

## Personally Identifiable Information

Personally Identifiable Information (PII) is any data that could potentially identify an individual who would otherwise remain anonymous. PII is generally considered anything containing personal information that is not accessible through a public directory.

It is our obligation to understand how to properly handle this sensitive data.



## Communicating with Parents & Guardians

We must be intentional about the information we choose to share over email. When possible, direct parents to PowerSchool or other district systems to obtain more in-depth information about their students.

We are always encouraged to notify parents of their students grades, achievements, fines, classroom activity, etc. but be sure of what information you are sending out to them.

## Scanning Digital Files Offline with USB

If you need to scan sensitive documents into a digital file, work with your school to purchase a USB document scanner that will be connected directly to your computer. Communicate with your local Tech Advocate on finding a good option.

## Handling District Data

	Internal Emails	Inter-Agency Emails	External Emails	Scan & Send Emails	Restricted Drive	Authorized Database Access
Progress Reports	✓	✓	✓	✗	✓	✓
Fine Notices	✓	✓	✓	✗	✓	✓
Contact Info	✓	✓	!	✗	!	✓
Large Bulk Data	!	!	✗	✗	✓	✓
IEP Paperwork	!	!	!	✗	✓	✓

	Internal Emails	Inter-Agency Emails	External Emails	Scan & Send Emails	Restricted Drive	Authorized Database Access
Social Security Numbers	✗	✗	✗	✗	✗	✓
Drivers Licenses	✓	✓	✗	✗	✗	✓
Health Documents	✓	✗	✗	✗	✗	✓
Bank Accounts	✗	✗	✗	✗	✗	✓

Protected documents can be sent to authorized parties through encrypted transfer methods approved by our IT department. Contact Jeremy Cox for more information.

## So How Do You Send PII Information?

Refer to "Sharing Google Drive Files" found on the [washk12.org](http://washk12.org) website