Run Identity Finder Scan

Did the Identity Finder report indicate sensitive information was found?

Yes

Is the information found actually sensitive information (not a false positive)?

Yes

Do you need to maintain the information?

No

Remove the sensitive information from the file or delete the file.

Yes

Is the information stored in the appropriate place?

Yes

Verify that access to the information is only granted to authorized personnel.

No

Move the information to an appropriate place.

References:
1. Identity Finder Information - www.uh.edu/identityfinder
2. MAPP 10.05.03 (Proposed) – Data Classification and Protection - www.uh.edu/mapp

Appropriate Information Storage:
- University sensitive information should not be stored on removable or portable devices, or non-university devices.
- Non-university sensitive information should not be stored on university devices.
- Contact your local IT Support Staff or the UIT Support Center for assistance.