



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

FJ-2 Use of Personal Identification Information (PII) in External Reporting

APPROVED: May 10, 1985 **REVISED:** June 18, 2012
Year of last review: 2021
AUTHORIZING BOARD POLICY: FJ

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation & Planning

Designated contact: Director of Institutional Research

OBJECTIVE: To establish the guidelines and controls for access to and use of Personal Identification Information (PII) in external reporting.

PROCEDURE:

I. External Use of Student PII

Various offices within the District prepare reports to external agencies. Such reports generally require the compilation of aggregate data contained in the Student Information System, but some reports require the release of PII on individual students.

II. Guidelines for Use:

- A. All aggregate data regarding information such as sex, ethnicity, major, etc., is to be obtained through the Vice President of Research, Accreditation & Planning in order to maintain consistency of the data reported.
- B. All requests for individual PII to be used in external reporting must be submitted to the Vice President of Research, Accreditation & Planning. For standing reports, separate approval of the data for each report is not required.
- C. A record of all external reports will be maintained within the College Digital Records Repository.