



## Memorandum

To: All Student Organizations

From: Annie Wong, Business Manager  
Campus Life Financial Office (CLFO)

Date: March 18, 2010

Subject: New Massachusetts Legislation – Personal Information

Starting on 3/1/2010, Massachusetts has enacted sweeping regulations requiring the proper collection, handling and safeguarding of personal information.

Personal information is defined as first name or initial and last name in combination with any of the following: social security number, state issued ID (such as a driver's license, ID card number, etc.), student ID number or financial account number, including credit cards, checking and savings account numbers.

The regulations are designed to protect Massachusetts residents from identity theft and financial fraud and they apply to anyone in the Tufts community that collect, store, maintain, or use personal information - regardless of how they came into possession of that information.

The new law requires that secure methods be used to destroy sensitive data so that the information cannot practicably be read or reconstructed. Countless individuals have fallen victim to identity theft because printouts containing sensitive data have been thrown into the trash or because a computer was compromised and it contained years of historic data that was not securely erased.

If a breach of security occurs, the new legislation requires that Tufts report it. Therefore, it is very important that we react quickly when a breach occurs. If you become aware of a breach, please contact Annie Wong immediately at 617-627-4112.

It is important to all of us to operate within compliance of the law in order to protect the students, faculty and staff from falling victim to identity theft or financial fraud.

Here are the guidelines on how to handle the sensitive data and personal information:

- Do not share passwords with anyone.
- Do not send or attach any personal information through email.
- Do not collect, handle and maintain any personal information of individual or vendor besides yourself, including the direct deposit form, I-9, W-4, and W-9 forms.
- Do not put the University's tax form or the certificate of exemption on any website.
- All sensitive data and personal information should be securely deleted from your personal laptops and desktops in your office.
- Restrict access to records and files containing personal information to those who don't need such information to perform their job duties.
- All files and other records containing personal and tax information must be secured and protected in the secure storage areas, including the certificate of exemption.
- Do not keep open files containing personal information on our desks when you are not at your desks.
- Paper or electronic records containing personal information shall be disposed of by either shredding or permanently erasing from your computer.
- Have your vendor mail or fax their W-9 form directly to the CLFO, referencing your group name. Our fax number is 617-627-5366.
- The student workers should submit their I-9, W-4 and direct deposit forms to the CLFO in-person to set up a payroll account.
- Do not store any personal information on your personal laptops or other portable devices.

If you need to send out a copy of the University's W-9 form to your vendor, please notify our office with the detail contact information of your vendor. We will handle the W-9 form directly with your vendor.

In addition, Tufts has developed an informative website called GuardIt: <http://go.tufts.edu/guardit>. This site provides information on data privacy and healthy security habits. Please take a moment to visit the site.

Please share the above information with your team members and Tufts students. If you have any further questions about the new laws, please do not hesitate to contact me.