



## POLICY ON THE PROTECTION OF PERSONAL IDENTIFIABLE INFORMATION

Personal Identifiable Information (PII) is defined as:

Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. Further, PII is defined as information: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors). Additionally, information permitting the physical or online contacting of a specific individual is the same as personally identifiable information. This information can be maintained in either paper, electronic or other media.

Royal Learning Institute employees are reminded that safeguarding sensitive information is a critical responsibility that must always be taken seriously. Royal Learning Institute internal policy specifies the following security policies for the protection of PII and other sensitive data:

- It is the responsibility of the individual user to protect data to which they have access. Users must adhere to the rules of behavior defined in the employee handbook
- Royal Learning Institute employees having access to personal information shall respect the confidentiality of such information, and refrain from any conduct that would indicate a careless or negligent attitude toward such information. All employees also shall avoid office gossip and should not permit any unauthorized viewing of records contained in a student's records. Only individuals who have a "need to know" in their official capacity shall have access to such systems of records.

The loss of PII can result in substantial harm to individuals, including identity theft or other fraudulent use of the information. Because Royal Learning Institute employees may have access to personal identifiable information concerning individuals and other sensitive data, we have a special responsibility to protect that information from loss and misuse.

- Safeguard student's information to which employees always have access.



- Obtain Royal Learning Institute management's **written** approval prior to taking any students sensitive information away from the office. The Royal Learning Institutes director's approval must identify the business necessity for removing such information from the Royal Learning Institute campus.
- When approval is granted to take sensitive information away from the office, the employee must adhere to the security policies described above.

In addition to the forgoing, if employees become aware of a theft or loss of PII, they are required to immediately inform their Royal Learning Institute campus director.

In the event their director is not available, they are to immediately report the theft or loss to the owner/upper management at [kmaddipatla@yahoo.com](mailto:kmaddipatla@yahoo.com) or call at 646.469.0124.