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Kennesaw State University (KSU) receives numerous requests from on-campus and off-campus entities for personally identifiable information (PII) on our students and employees. PII includes data that are collected and maintained by the University that can be used to uniquely identify, contact, or locate a single person. PII includes sensitive, or confidential information associated with an individual person, such as an employee, student, staff, or donor, and includes email addresses. PII also includes any information allowing a reasonable person to deduce the identity of an individual. It can include multiple releases of seemingly de-identified information that can cumulatively create the likelihood of identifying a specific individual. PII should be accessed only on a strictly need-to-know basis and handled and stored with care per federal, state, and institutional guidelines. Campus employees with access to information as an official job duty are prohibited from use of PII beyond what is required to do their job. Employees with access as an official job duty are prohibited from allowing access to third