

# PRIVACY IN PERIL AT THE PRINTER?

Maintaining student privacy and ensuring sensitive information remains confidential is a priority for education institutions. In 2014 alone, 21 states passed 24 new student data privacy laws.<sup>1</sup> While these laws are often a response to concerns regarding digital data, educational leaders must not forget the importance of keeping printed materials confidential as well. Student grades, health records and other personal information can be found on documents that are copied, scanned, faxed, emailed and printed every day. To protect student data, it's important to consider where and how information can be compromised.



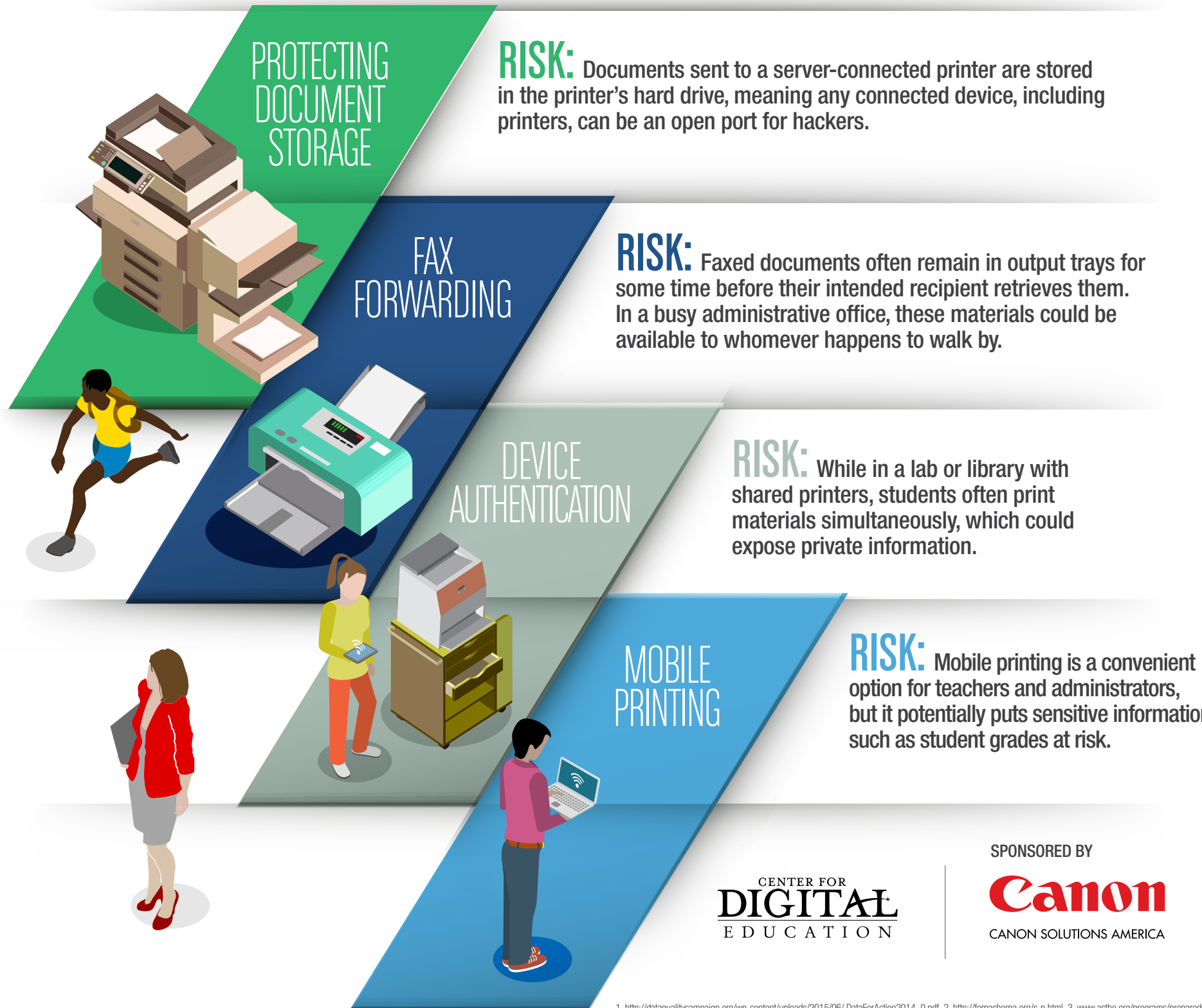
## KNOW THE LAWS

**FERPA** – The Family Educational Rights and Privacy Act prevents education institutions from sharing personally identifiable information (PII) from student records with third parties without written consent from parents and students.<sup>2</sup>

**HIPAA** – The Health Insurance Portability and Accountability Act prevents the disclosure of protected health information without an individual's authorization and provides individuals specific rights to their medical data.<sup>3</sup>

## BEST PRACTICES AT A GLANCE

- ▶ Avoid printing PII, such as Social Security numbers, unnecessarily.
- ▶ Establish profiles to limit printer function access based on roles.
- ▶ Implement device authentication to release documents for print.
- ▶ Fax documents directly to emails, desktops and secure, in-printer storage.
- ▶ Protect printer hard drives with encryption, automatic deletion and overwrite capabilities.



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