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What is the GLB Act?

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What about some practical advice?

Avoid releasing any covered financial information without checking first with your supervisor

Here’s an example. Someone calls your office trying to get a student’s Social Security Number. They claim it is an emergency, some story about hurricane relief efforts. The voice on the phone is very pleasant. You want to help, but the answer should be “I am sorry, but I am not allowed to release such information.” This is a very popular technique used by con-artists known as “pretext calling.”

Be careful when disposing of papers containing covered financial information

Retrieving financial information from trash cans and recycle bins is so popular it also has its own name: “dumpster diving.” When the law allows, shred it.

Keep the data in your personal computer protected

Hackers, viruses, they are everywhere nowadays. An unprotected computer connected to the Internet will be infected by a virus within 15 minutes or less. Keep your machine updated. Get to know who is responsible for your tech support. Ask questions. Also, take a look at the security website, http://security.usf.edu

Examples of Covered Financial Information

Assuming such information is not publicly available, the following information is covered under the GLB Act, both in electronic and paper form:

- Addresses
- Phone Numbers
- Bank and Credit Card Numbers
- Income and Credit History
- Tax Returns
- Social Security Numbers

How does it affect me?

The primary purpose of this flier is to make you aware that there is a regulation that covers financial information at USF. Faculty and staff have responsibilities under the GLB Act. All personal information relating to students and staff could potentially be considered sensitive and should be handled with care. And it is not just a matter of choice, or “being nice.” It’s the law.

For more details, visit USF’s Security Website

http://security.usf.edu/glb