University Committee for the Protection of Personal Data (UCPPD)
Committee Charter

Mission
The University Committee for the Protection of Personal Data (UCPPD) provides processes and structures to balance the business needs of the University with the legal, regulatory, and policy requirements for protecting personal data entrusted to the University.

The Vice Chancellors approved the creation of the committee in 2005 in connection with the implementation of the North Carolina Identity Theft Protection Act. In 2009 the Board of Trustees charged the committee with overseeing the implementation of the Federal Trade Commission’s Red Flags Rule.

Decision Domains
The UCPPD must approve the access, use, or disclosure of Social Security Numbers (SSNs) or partial SSNs to ensure that legal, regulatory, and policy requirements are met. This applies to both vendor access and access within the University.

At the committee’s discretion, or upon request, the UCPPD will also review the use of other Personal Identifying Information (PII) that is not reviewed by other campus committees.

The UCPPD was charged to:
- Review current campus collection and uses of SSNs and PII as defined by the North Carolina Identity Theft Protection Act
- Approve or disapprove such collection and use of SSNs and PII
- Review security measures associated with hard copy forms and electronic files that contain SSNs and PII
- Document the University’s processes for the collection and use of SSNs and PII
- Recommend institutional changes needed for continuing compliance or best practices
- Oversee activities needed to implement the Federal Trade Commission’s Red Flags Rule

It is not feasible for the UCPPD to review every instance covered by the charge, so the committee’s first priority is to review the access, use, or disclosure of SSNs.

Membership
As of 5/15/2018

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Position</th>
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<tbody>
<tr>
<td>Micki Jernigan</td>
<td>Information Technology Services</td>
<td>Chief Privacy Officer</td>
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<td>(Chair)</td>
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<tr>
<td>Dennis Schmidt</td>
<td>Information Technology Services</td>
<td>Chief Information Security Officer</td>
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<td>Chris Garriss</td>
<td>Internal Audit</td>
<td>Information Systems Auditor</td>
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<td>Barron Matherly</td>
<td>Office of the Executive Vice Chancellor and Provost</td>
<td>Assistant Provost for Finance</td>
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<tr>
<td>Rich Arnold</td>
<td>Office of Human Resources</td>
<td>Senior Director, HR Information Management</td>
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Procedures

- **Meetings** – The committee meets monthly and the schedule is posted on the UCPPD site. Minutes will be taken and approved for each meeting.

- **Agendas** – The Chair will circulate an agenda and materials in advance of each meeting to ensure informed discussions of scheduled topics. Agendas will include review requests and other items suggested by the committee members.

- **Requests for Review** – Requests will be reviewed at each meeting. The request and required documentation must be submitted in advance of the meeting to be considered for that month’s agenda. See the UCPPD site for detailed requirements.

- **Decisions** – All committee members must vote on each request and consensus is required for committee approval.
  - If a member cannot attend a meeting, they may either give another member their proxy or review the meeting notes and vote after the meeting. Delegates are not permitted to vote.
  - If a member is part of the request, they will not participate in the vote.