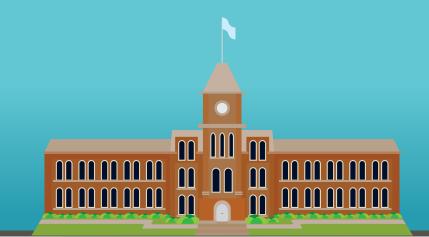
## PROTECTING SENSITIVE STUDENT DATA

AT THE PRINTER

As universities and colleges move toward digital communication and curriculum, they know they must protect online student data. But printed materials require the same level of security and attention. To fully 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>1</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>2</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.





**SOLUTION:** By using a secure printing app and authentication codes at the printer, professors and faculty can worry less about confidential information being left on the output tray.



**SOLUTION:** This risk can be reduced by requiring authentication at the printer, ensuring each student only prints and retrieves their documents.



**SOLUTION:** By faxing documents directly to a specified email account, desktop or secure storage within a designated printer, administrators can be more confident sensitive data will remain secure.



**SOLUTION:** Automatic deletion, format overwriting, encryption and automatically created passwords help protect data transmitted to the device.

Canon SOLUTIONS AMERICA

Canon Solutions America offers products, solutions, and services designed to help educators by streamlining manual processes, providing document security, reducing and controlling print expenses, and reducing the environmental impact of printing. To learn how Canon Solutions America can support your organization's document technology needs, please contact 1-844-50-CANON or visit csa.canon.com.

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1. http://ferpasherpa.org/s-p.html 2. www.astho.org/programs/preparedness/public-health-emergency-law/public-health-and-schools-toolkit/comparison-of-ferpa-and-hipaa-privacy-rule.

EDUCATION