

# PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)



Districts leverage data to advance the goals of improving academic achievement, empowering parents and students with information, and advancing efficient and effective school operations. **Districts need to balance these benefits and the responsibility to minimize the collection and transmission of PII in order to reduce risk.** Specifically, educational agencies must ensure that every use of PII by the educational agency benefits students. Additionally, educational agencies can not sell or disclose PII for commercial purposes. To learn more about this requirement, agencies can review Part 121.2 and 121.5 of the Regulations.

## PERSONALLY IDENTIFIABLE INFORMATION

Personally identifiable information (PII) includes information that can be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information.




 <p><b>STUDENT NAME</b></p>	 <p><b>PARENTS' NAMES</b></p>	 <p><b>STUDENT ADDRESS</b></p>	 <p><b>STUDENT NUMBER</b></p>	 <p><b>LINKABLE INFORMATION</b></p>
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## DISCLOSURE AVOIDANCE PROCEDURES

**Educational Agencies must ensure personally identifiable information is not included in public reports or other documents.**

Disclosure avoidance procedures are efforts made to protect PII in aggregate reports and public documents. These strategies reduce the risk of disclosure of PII. The diagram to the right highlights three commonly used disclosure avoidance methods. To learn more about disclosure avoidance practices, agencies can



<b>DISCLOSURE AVOIDANCE PRACTICES</b>	<p><b>SUPPRESSION</b></p> 	<p>Involves removing data to prevent identification of small groups</p>
	<p><b>BLURRING</b></p> 	<p>Involves reducing the precision of the disclosed data to minimize identification</p>
	<p><b>PERTURBATION</b></p> 	<p>Involves making small changes to the data to prevent identification of unique groups</p>

visit <https://studentprivacy.ed.gov/>. This website is a service of the U.S. Department of Education's Privacy Technical Assistance Center (PTAC) and the Family Policy Compliance Office.