

# DEPAUL UNIVERSITY

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## Information Security (ID Card)

**Category:** Operations

**Responsible Department:** Information Services

**Responsible Officer:** Vice President of Information Services

**Effective Date:** 3/31/2017

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### Policy Summary

The ID Services Office regularly collects data that can be sensitive in nature. The University has a long history of strict adherence to privacy issues. These policies are designed to encourage the operational efficiencies fostered by availability of information while preserving the appropriate respect for privacy and security.

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### Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

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### Policy

#### 1. Cardholder Activity Information

Individuals may request a detailed history of their credit/debit account.

#### 2. Access Activity

Requests for information regarding access activity are almost always security related and require sensitive handling to protect the rights of all cardholders. All such requests must be forwarded to ID Services. ID Services works closely with University Security and through University Security with local law enforcement officials to collect relevant information. Data will not be released to individuals (other than the cardholder), only to Security. Card activity data may be used internally by DePaul staff for necessary administrative purposes.

#### 3. False Information

Students are not to provide false information in any form to university officials. Students are not to knowingly misuse, misrepresent, or falsify any university record, ID card, form, computer resource, or procedure. Students who assist by any means the providing of false information as described in this expectation will be considered in violation.

#### **4. Photos**

All DePaul Card photos must be full face, front view with a plain blue, plain white or off-white background. Individuals must be wearing normal street attire and uniforms should not be worn in photographs except for religious attire that is worn daily. Individuals may not wear a hat or headgear that obscures the hair or hairline. If an individual normally wears prescription glasses, a hearing device, wig or similar articles, they should be worn for the picture. Finally, dark glasses or nonprescription glasses with tinted lenses are not acceptable unless an individual needs them for medical reasons. A medical certificate may be required.

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### **Procedures**

All requests for information regarding access activity must be forwarded to DePaul Public Safety. Upon request, ID Card Services and ID Administration will work closely with University Security to provide the appropriate information.

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### **Divisional Collaborations**

None

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### **Contact Information**

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### **Appendices**

None

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### **History/Revisions**

Origination Date: 02/1995  
Last Amended Date: 03/31/2017  
Next Review Date: N/A