Data Management Group Policy

Physical Transport of Data

Policy Identification Number: DMG-2009-006-SE
Policy Name: Physical Transport of Data
Date Approved: August 13, 2009
Approval Authority: Data Management Group (DMG)
Statutory Reference: N/A

Policy Statement: The Department of Public Instruction will protect the privacy of individuals in the physical transport of data.

Reason for Policy: To protect the confidentiality of individuals from those who do not have access to individual level data.

Policy Details: There are specific precautions that shall be taken when transporting DPI data in a hardcopy file. The file should be wrapped or sealed in an envelope or pouch in such a manner that the data cannot be identified during the transportation process. The outside of the container should contain clear information regarding the addressee, which includes the name, address, and telephone number where he/she can be reached. Transported data shall be delivered only to the appropriate individuals who are authorized to receive the information. This can be accomplished by implementing a tracking method by which the sender and the recipient can sign and verify delivery and receipt of the information.

Related Documents: Electronic transportation of data must also comply with DMG policy DMG-2012-002-SE Electronic Transmission of Data.

Contacts: The Division of Data, Research and Federal Policy is the proponent for this policy. Questions related to this policy or exception to the policy should be directed to the Enterprise Data Manager at 919-807-3241.

Revision History:

Version #	Version Date	Source file	Description of Change	Author