



NCTC Protected Information

North Central Texas College

Last Update Status: *Updated October 2024*

Confidential Information

Information that must be protected from unauthorized disclosure or public release based on state or federal law or other legal agreement¹

Information that is Confidential²

- Certified Agenda or Recording of a Closed Meeting
- Personal Information
 - Employees and Officials
 - Elected Public Officers and Peace Officers / Security Officers
 - Disaster Fund Recovery Recipients
- Student Records
- Protected Health Information
 - Out-of-State Health-Care Information
- Credit Card, Debit Card, Charge Card, and Access Device Numbers
- Confidential Investment Information
- Email Addresses
- Participant in the Address Confidentiality Program
- Crime Victim Information
- Person Licensed or an Applicant for a License Under Occupations Code Chapter 1701
- Library Records
- Certain Products, Devices, and Processes
- Research
- Research and Development Facility
- Compliance Investigations
- Computer Network Security
- Biennial Information Security Plan
- Information Security Assessment
- Security System Specifications, Operations, and Locations
- Emergency Alert System
- Sensitive Crime Scene Image
- Military Discharge Records
- Military Personnel Information
- Retirement System Information
- Election Judge or Clerk Information
- Electronic Campaign Report Data

NCTC PII Definition and Examples

“Personal Information” is any information that we can reasonably use to identify you. If you are in the European Economic Area (EEA), Personal Information includes all Personal Data as defined under EEA

laws. This also includes information about an identified person, such as information linked to a data subject through other identifiers³

Examples of PII Data⁴

- Name, such as full name, maiden name, mother’s maiden name, or alias
- Personal identification number, such as social security number (SSN), passport number, driver’s license number, taxpayer identification number, patient identification number, and financial account or credit card number
- Address information, such as street address or email address
- Asset information, such as Internet Protocol (IP) or Media Access Control (MAC) address or other host-specific persistent static identifier that consistently links to a particular person or small, well-defined group of people
- Telephone numbers, including mobile, business, and personal numbers
- Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), x-rays, fingerprints, or other biometric image or template data (e.g., retina scan, voice signature, facial geometry, DNA sequence, handwriting)
- Information identifying personally owned property, such as vehicle registration number or title number and related information
- Information about an individual that is linked or linkable to one of the above (e.g., date of birth, place of birth, race, religion, weight, activities, geographical indicators, employment information, medical information, education information, financial information).

NCTC Controlled Unclassified Information (CUI)

Information that can be harmful to individuals or organizations if released.

Personal Information	Financial Information
IT Security Information	Police Department Records
Proprietary Business Information	

NCTC Directory Information⁵

Name, address, telephone number	Student email
Date and place of birth	Participation in officially recognized activities and sports
Major field of study	Weight and height of athletes
Enrollment status (full-, part-time, etc.)	Degrees and awards received
Dates of attendance	Previous high school and college attended
Grade level	

Related Statutes, Policies, Regulations, or Rules

1. [Texas Administrative Code Title 1 Part 10 Chapter 202 Subchapter A, Rule §202.1](#)
2. [Board Policy Manual - GCA — Public Information Program: Access to Information Section II: Information that is Confidential](#)
3. [NCTC II.02 Online Privacy Notice](#)
4. [NIST Special Publication 800-122, *Guide to Protecting the Confidentiality of Personally Identifiable Information \(PII\)*](#)
5. [NCTC FERPA – Directory Information](#)
6. [BUSINESS AND COMMERCE CODE CHAPTER 521. UNAUTHORIZED USE OF IDENTIFYING INFORMATION, *Identity Theft Enforcement and Protection Act* - Sec. 521.002](#)
7. [BUSINESS AND COMMERCE CODE CHAPTER 541. CONSUMER DATA PROTECTION](#)
8. [Section 32.51, FRAUDULENT USE OR POSSESSION OF IDENTIFYING INFORMATION. Penal Code](#)
9. [FERPA Definitions 99.3](#)