



COMPLIANCE TIDBIT
 By Kim Slote, policy analyst

NSLDS and PII

To comply with rules and regulations regarding Title IV aid programs, you may need to keep records of information that you have obtained from a Federal Student Aid system. Data contained in FSA systems is confidential and is protected by the Privacy Act of 1974 (as amended), and other applicable statutes and regulations. Any information retrieved from an FSA system can only be shared with individuals expressly authorized to receive it. The penalty for knowingly disclosing information to unauthorized individuals or willfully violating security standards is a misdemeanor with a fine up to \$5,000. It is also important to note that all inquiries on student/borrower data must be business related or there must be an established relationship between your school and the student/borrower.

An item commonly checked during a school program review deals with the National Student Loan Data System and Personally Identifiable Information. PII is information that can be used to distinguish or trace someone's identity.

It can include information such as:

- Social Security numbers;
- Age;
- Home and office phone numbers;
- Birthdays;
- Marital status and spouse names;
- Educational history;
- Medical history;
- Demographics;
- Biometric information; and
- Financial information.

As stated in [NSLDS Newsletter Number 18](#), posted June 13, 2008, printed materials with PII are to be marked “Personally Identifiable Information” as shown in the example. Additionally, all sensitive information existing in hard copy must be stored in a locked container in a limited or exclusive area, an access controlled electronic environment, or be under the physical

PERSONALLY IDENTIFIABLE INFORMATION

Loan History



Aggregate Loan Information

Loan Type	Outstanding Principal Balance	Pending Disbursements	Total
Undergraduate			Award Year: 2008 ⓘ
Subsidized Loans	\$2,500	\$0	\$2,500
Unsubsidized Loans	\$1,000	\$0	\$1,000
Combined Loans	\$0	\$0	\$0
Consolidation Loans, Unallocated	N/A		N/A
Graduate			
Subsidized Loans	\$0	\$0	\$0
Unsubsidized Loans	\$0	\$0	\$0
Combined Loans	\$0	\$0	\$0
Consolidation Loans, Unallocated	N/A		N/A
Totals			
Subsidized Loans	\$2,500	\$0	\$2,500
Unsubsidized Loans	\$1,000	\$0	\$1,000
Combined Loans	\$3,500	\$0	\$3,500
Consolidation Loans, Unallocated	N/A		N/A
Other			
Perkins Loans	N/A		N/A



Master Promissory Notes



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control of an authorized individual. To maintain compliance with federal regulations, schools must stamp or mark all printed NSLDS documents with “Personally Identifiable Information” and keep them stored in a secure environment. If you have questions, contact Kim Slote at kimberly.slote@dhe.mo.gov.