



Privacy Impact Assessment Terms Defined

*Office of Information Security and Privacy
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The privacy office encourages the use of these common privacy impact assessment (PIA) terms to clarify responsibilities, improve program deliveries, and facilitate better communications when conducting regularly programed data protection, risk, and compliance assessment services across the agency and school districts.

- Personally Identifiable Information is any characteristic about an individual that can be used to distinguish or trace an individual's identity such as a name, social security number, date and place of birth, and other elements like biometric, etc.
- Consent is an individual's option of giving permission for the use or disclosure of their data if the individual data subject has a choice about the use or disclosure of his or her information in each circumstance.
- Data Subject is an individual (e.g., a student, an employee, etc.) who has disclosed their protected or sensitive personal information to SCDE Program Offices.
- Data Processing is any operation performed on personal data to include collection, use, retention, redisclosure, disposition, etc.
- Privacy Impact Assessment is an audit tool to help the SCDE identify and mitigate risks.
- Process Owner is typically the Director of the applicable South Carolina Department of Education (SCDE) Program Office.
- Process Reviewer is typically an individual within the SCDE Program Office that was assigned by their director to provide information about their office's business process(es) during a privacy impact assessment.
- Data Inventory is also known as a record of authority, identifies personal data as it moves across various systems and thus how data is shared and organized, and its location.
- Data Sharing, which is often used in our business processes, is the redisclosure of data either internally or externally across our agency and stakeholders, or with a third-party organization (e.g., utilizing a memorandum of understanding agreement or contract, etc.).
- Retention is a standard control measure that our agency uses to manage public records by minimizing the storage of personal information for only as long as necessary to fulfill the stated purpose.

Disclaimer:

For questions or clarification regarding this information, please email privacy.office@ed.sc.gov

South Carolina Department of Education *Office of Information Security and Privacy*