

## **Privacy Guidelines for the Creation of An ERFA ScholarWorks Biography**

The original SJSU retired faculty biography project was completed totally offline. The biography form used for the online project included much private information at a time when privacy was not such an issue. More recently, if you are connected to the web privacy is of great concern as identity theft has become more common.

All individuals are responsible for the information in their own biography. However, we urge people to consider whether they want to include information that may make them identifiable for purposes of scam, fraud and similar threats. Below is a list of personal information, which if you choose to include the information in a biography, could be used to steal your identity or make you a target for a scam.

### **DO NOT include the following in your biography:**

- Your address, phone number, or email address.
- Your social security number or other ID numbers.
- Birth date and place.
- Names of family members or marital status.
- Your physical description such as height and weight or biometric information such as fingerprints or DNA.
- Any personal financial information (pin numbers, bank account numbers)

### **Include the following with caution:**

- Colleges attended and degrees earned, but NOT dates of attendance or degree award.
- Professional experience, but NOT dates of work history.

More information can be obtained at

<http://its.sjsu.edu/services/info-security/security-resources/index.html>

A Guide to Protecting Privacy Online can be found at:

[http://www.marylandattorneygeneral.gov/CPD%20Documents/Tips-Publications/Consumer\\_Guide\\_to\\_Protecting\\_Privacy.pdf](http://www.marylandattorneygeneral.gov/CPD%20Documents/Tips-Publications/Consumer_Guide_to_Protecting_Privacy.pdf)

Approved by the ERFA Board May 7, 2018

If you have already created a biography and want to edit it, contact Jo Bell Whitlatch ([jobellw@gmail.com](mailto:jobellw@gmail.com)).