

**DRIVER EDUCATION PROGRAM**  
**Oregon Department of Transportation**  
**Driver and Motor Vehicle Services – Transportation Safety Office**

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**POLICY 101118**

**PERSONAL IDENTIFICATION INFORMATION (PII) GUIDANCE FOR EMAIL TO AND FROM ODOT-TSO DRIVER EDUCATION**

Per DAS statewide standards, email will be not permitted to or from the ODOT-TSD Driver Education that contains personally identifiable information (PII).

Personally Identifiable Information (PII) includes any information that can be used to (1) distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information."

Examples of PII include, but are not limited to:

- Name: full name, maiden name, mother's maiden name or alias
- Personal identification numbers: social security number (SSN), passport number, driver's license number, taxpayer identification number, patient identification number, financial account number or credit card number
- Personal address information: street address or email address
- Personal telephone numbers
- Personal characteristics: photographic images (particularly of face or other identifying characteristics), fingerprints, or handwriting
- Biometric data: retina scans, voice signatures, or facial geometry
- Information identifying personally owned property: VIN number or title number
- Asset information: Internet Protocol (IP) or Media Access Control (MAC) addresses that consistently link to a particular person

The following examples on their own do not constitute PII as more than one person could share these traits. However, when linked or linkable to one of the above examples, the following could be used to identify a specific person:

- Date of birth
- Place of birth
- Business telephone number
- Business mailing or email address
- Race
- Religion
- Geographical indicators
- Employment information
- Medical information
- Education information
- Financial information

For pupil resources (certificates or permit issues) email using digital encryption only (MoveIt or other such application) will be accepted.