

**Board of Trustees**  
Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, Maryland 21742-6590

**ACTION**

---

Subject: Protection of Personal Identifiable Information Policy(8099)

Date: March 19, 2024

---

**BACKGROUND:**

The Maryland Personal Information Protection Act ("MPIPA") requires the College to implement reasonable security procedures and practices to protect individuals' personally identifiable information (hereafter PII) from unauthorized access, use, modification or disclosure. These requirements must be outlined, pursuant to a written contract, with service providers that are provided access to PII. MPIPA also requires the College notify individuals whose personal information has been breached and training be provided.

To comply with the provisions of this Act, the attached draft Policy 8099 Protection of Personally Identifiable Information is presented for review and consideration.

**RECOMMENDATION:**

To approve the Protection of Personal Identifiable Information Policy (8099).

---

Prepared by: Craig Fentress  
Title: Sr. Director, Information Technology

Recommended by:   
James S. Klauber, President

---