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Sent: Monday, February 15, 2010 9:38 AM
To: 'EPIC-L@indiana.edu'
Subject: Reminder - Keep Notes in EPIC Free of Sensitive Data

Recently Purchasing has seen a lot of “sensitive” information on vendor, requisition, and purchase order notes. It is extremely important that information such as tax numbers and bank account numbers not be recorded on EPIC notes. Here are a few references about this topic:

<http://www.indiana.edu/~purchase/newsletter/july2009/KeepNotesInEPICFreeofSensitiveData.html>

<http://informationpolicy.iu.edu/data/classifications#critical>