

R. Gonzalez Management Inc. (RGM)

Student Financial Aid Services
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RGM Memo

Date December 11, 2013
To School Owners and Financial Aid Personnel
RE Personally Identifiable Information (PII)

We continue to receive Student personal information such as Social Security Numbers, Date of Birth, Name, student Address, etc. being sent to us through unsecure means such as emails, and Instant Messaging.

Please notify all your school personnel that Federal Law prohibits PII to be sent through any unsecure means and that this data must also be protected at the school at all times.

If you have to send us any information on a student, please provide the school RGM number, and student key from the RGM system.

Here is a link from a Federal Student Aid Conference Presentation you can copy and paste to your browser to learn more about PII.

<http://ifap.ed.gov/presentations/attachments/50DontBeTomorrowsHeadlinesV1.pdf>

Thank you,
Rafael