HARVARD
Information Security

Information Security Advisory: Usage Guidelines for HUID

HUIDs are considered internal confidential information and are confidential information under FERPA, since they are not included in the set of University directory information.

I. Viewing and Displaying HUIDs.
Harvard's general guidance on displaying internal confidential information applies to HUIDs. Display HUIDs only when they are needed for an application. Include HUIDs in a report only when they are required for the use of the report. Compile HUIDs in a database only if needed for that application.

Examples in which HUIDs are acceptably compiled:

A Help Desk that serves the entire University may have all University HUIDs in its database.

An application that is restricted to users in a particular School should only include HUIDs from that School.

Examples in which HUIDs may acceptably be displayed:

A directory application used only within an administrative group to look up its students or employees.

A lookup of an individual by HUID. Displaying the HUID of an individual as part of the result of a lookup is acceptable even if the lookup is done by name or some other key, provided there is a business reason to include the HUID in the result.

If the HUID is not needed every time a lookup is done, it may be better to not include the HUID as part of the default display, but instead to provide the HUID on demand if the user clicks on a special button.

Examples in which HUIDs may not acceptably be displayed:

Publicly posted lists of names of people. It is not acceptable to include HUIDs on lists of the names of people where the list will be publicly posted.

Mailing labels. It is not acceptable to print the HUID on mailing labels.

II. HUIDs in Reports.

Printed or electronic reports should only contain HUIDs if there is a business requirement to do so. Report creators should ensure that any recipients of the report understand that the report contains internal confidential information and that the recipient has a responsibility to protect it.

III. HUIDs in Logs.

Logs that include HUIDs, such as those of building access systems, should be treated as internal confidential. Access to such logs should be restricted to those with a business reason to access the logs.