

681—2505.9(17A,22) Personally identifiable information. This rule describes the nature and extent of personally identifiable information that is collected, maintained, and retrieved by the agency by personal identifier in record systems. As used in this rule, “record system” means any group of records, under the control of the agency, from which a record may be retrieved by a personal identifier, such as the name of an individual, number, symbol, or other unique retriever assigned to an individual. The record systems maintained by the agency are as follows.

2505.9(1) Board. Personnel and employment management information systems. The above-listed records system is collected pursuant to the authority of Iowa Code chapter 262. Storage is in paper form, and information cannot be matched, collated and compared.

2505.9(2) State University of Iowa.

- a. Human capital management systems covering payroll, benefits, time and attendance tracking and other human resources functions.
- b. Job applicant tracking systems for staff and faculty.
- c. Compliance, training, and human resources case management systems.
- d. Learning management, instructional technology, assessment, testing, proctoring, and course evaluation systems involving both employees and students.
- e. Research proposal, award, campus data, and administration systems.
- f. Library records systems.
- g. Student records, registration, degree audit, academic advising, planning, tutoring, retention, and case management systems, including student conduct, health, counseling, and wellness systems.
- h. Budget and planning system.
- i. Student admissions, recruitment, enrollment management, scholarship and financial aid systems.
- j. Patient and health information systems.
- k. Incident reporting systems.
- l. Purchasing, accounting, and travel management systems.
- m. Construction/jobs management/facilities systems.
- n. Event ticket sales/registration systems.
- o. Motor pool management system.
- p. Housing, dining, residence life, student activities, recreation, and student engagement systems.
- q. Career services, experiential learning, field placement, internship, licensure, and professional preparation systems.
- r. Police information system.
- s. Credit card and point-of-sale systems.
- t. Customer relationship management systems.
- u. Parking permit/registration systems.
- v. Athletic department records systems.
- w. Student legal services document management systems.

All of the above-listed records are collected pursuant to the authority of Iowa Code chapters 262 through 263A and 271. All are stored in electronic form. Supplementary records in these categories are stored in paper form or on microfilm or microfiche. Information from systems listed in paragraphs 2505.9(2) “a” through “d,” “g,” and “p” through “q” can be matched, collated, and compared. Information in the remaining categories cannot be matched, collated, and compared.

2505.9(3) Iowa State University of Science and Technology.

- a. Enterprise resource planning system, which includes human capital management, finance, and student records.
- b. Learning management systems.
- c. Research proposal, award, data storage, and administration systems.
- d. Professional development and continuing education systems.
- e. Veterinary client information management systems.
- f. Veterinary diagnostic laboratory systems.
- g. Athletic department records systems.
- h. Library/archives records systems.

- i. Health, counseling, pharmacy, and wellness systems.
- j. Housing and dining management systems.
- k. Police records system.
- l. Parking systems registration information.
- m. Event management, registration, and ticket sales systems.
- n. Workplace productivity, collaboration, and communication systems.
- o. Project/construction management systems.
- p. Facilities and maintenance information systems.
- q. Point-of-sale, billing, payment, and credit card processing systems.
- r. Customer relationship management system.
- s. Applicant, scholarship, student discipline, student scheduling, and career services information management systems.
- t. Student scheduling systems.
- u. Motor pool and transportation reservation and management system.
- v. Travel management systems.
- w. Student scheduling system.
- x. Legal document management systems.
- y. Incident reporting systems.

All of the above-listed records are collected pursuant to the authority of Iowa Code chapters 262 through 262B and 266. All are stored in electronic form. Duplicates or supplementary information of the electronically stored information may be found in some cases in hard copy or on microfilm or microfiche. Information from systems listed in paragraphs 2505.9(3) "a" through "d," "g," "j," "m," "p," "q," "s," "t," "v," "w," and "y" can be matched, collated, and compared with other records systems, primarily with the enterprise resource planning system (more information is contained in paragraph 2505.9(3) "a"). The remaining categories cannot be matched, collated, or compared.

2505.9(4) *University of Northern Iowa.*

- a. Academic achievement center records systems.
- b. Academic advising/orientation information systems.
- c. Academic computing center systems.
- d. Accounts receivable/payable systems.
- e. Admissions information systems.
- f. Affirmative action records systems.
- g. Alumni foundation/development systems.
- h. Architect/planning/engineering records systems.
- i. Athletic department records systems.
- j. Budget management records systems.
- k. College of education/school of business advising center record systems.
- l. Continuing education/correspondence/extension records systems.
- m. Financial aid information systems.
- n. Grants and contracts records systems.
- o. Housing/dining systems.
- p. Library/archives records systems.
- q. Human capital management/budget/payroll/learning management information systems.
- r. Facilities and maintenance information systems.
- s. Purchasing/inventory systems.
- t. School of business division of external services records systems.
- u. Student information systems (student records).
- v. Student union/student activities records systems.
- w. *Academic affairs information systems #.
- x. *Ancillary services records systems.
- y. *Counseling/health/pharmacy systems.
- z. *Deans/department heads/faculty advisors record systems.

- aa.* *Handicapped services systems #.
- ab.* *Institutional officials records systems #.
- ac.* *Institutional research records systems, including social/behavioral research center.
- ad.* *Operations record systems.
- ae.* *Placement/career center/cooperative education systems.
- af.* *Public safety records systems.
- ag.* *Small business assistance center (hazardous waste) record systems.
- ah.* *Special events record systems.
- ai.* *Speech/hearing/reading clinics records systems #.
- aj.* *Student clinical experience systems #.
- ak.* *United faculty records systems #.
- al.* *UNISA records systems #.
- am.* Motor pool and transportation reservation and management system.

All of the above-listed records systems are collected pursuant to the authority of Iowa Code chapters 262, 262A, 265 and 268. Means of storage include electronic unless otherwise noted. Moreover, some records may also be stored in micrographic or paper forms. All or parts of information in each system may be matched, collated, and compared, except for those systems noted by an asterisk (*).

Storage in paper or micrographic form only.

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