Business Matters @ Sac State

TOPIC: Data Loss Prevention – Summer 2025

DATE: May 14, 2025

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Nate Zierfuss-Hubbard, Chief Information Security Officer

---

Information Resources & Technology (IRT) would like to inform you we will be implementing data loss prevention (DLP) for OneDrive and Teams this summer. Those who do business on behalf of the institution are most likely to see this in action.

Key Points:

- The contents of files saved on OneDrive or posted to Teams will be scanned for social security numbers (SSN) and credit card numbers. If discovered, sharing will be disabled unless an override action is taken.

- Email notifications will be sent to the file owner if a suspected SSN or credit card number is found.

- Scanning is automated and IRT will not be doing file inspection without it being initiated by document owner.

- Overrides can be applied by document owners when there is a false positive or with a business justification.

Information on how to override the no sharing policy applied to these files can be found in this IRT Knowledge Base article. Information on storage of sensitive information, like SSN, can be found here. Credit card numbers should never be stored electronically. Broader communication with implementation dates will be coming this summer.

If you have questions about this upcoming change or securing sensitive information, please contact IRT's Information Security Office at security@csus.edu or x8-1999.